



Job Title: IT Security Officer

Unit/School: Digital Services

Grade: 6A/B

HERA: ISD04

Core purpose of role

This is a key post that will contribute to the ambitions of the University's Strategy 2030 by securing its digital infrastructure.

Responsible for the technical support, administration and development of the University's IT security systems and processes. Carrying out configuration, pro-active monitoring, maintenance, support and development tasks, as is necessary, to ensure the confidentiality, integrity and availability of the University's digital services and data.

Key responsibilities and contributions

- Acting as a technical design architect for Cardiff Met's IT security systems. Working across Cardiff Met and with suppliers to evaluate, design and/or conduct architectural reviews and advise on IT technologies, technical requirements, service implications and costs, ensuring IT security best practice is considered throughout each phase.
- Configuration and administration of the University's security technologies. Carrying out regular audits of system and network logs, identifying and implementing intrusion detection and prevention mechanisms.
- Taking ownership and responsibility for solving complex technical issues relating to cyber security. Playing a vital role in the IT Security Incident Response Team. Working with other Digital Services and University staff to maintain and test Disaster Recovery and Business Continuity plans.
- Liaising with Schools and departments in promoting IT security and participating in developments and projects groups. Establishing and evaluating business requirements, as necessary, and providing advice on the security implications.
- Engaging with students throughout the academic year by attending at least one Open Day each year, being available to talk with students at stands during Welcome Week and offering expert guidance and inviting student input into projects and changes.
- Building and maintaining positive individual and team working relationships, both internal and external to Cardiff Met. Represent Cardiff Met and present IT security developments and project work at internal and external forums.



- Performing, organising and assisting in audits, scans and penetration tests to identify, remediate and mitigate against vulnerabilities. Ensuring software patch levels are managed and kept up to date, and contributing to attaining and maintaining IT security-related accreditations.
- Developing and adapting IT security standards and policies in line with related institutional policies and government legislation. Ensuring policies and procedures are followed and adhered to.
- Maintain an up-to-date knowledge of technology trends and developments, specifically those related to IT security, their application in higher education, and the countermeasures to protect against the security challenges they represent. Learning from and contributing to the wider HE security landscape. Attend training and learning courses where necessary; sharing the knowledge gained and training junior members of the team.
- Undertaking IT related projects to meet Cardiff Met's business requirements, as directed by line management. Projects may involve a high degree of teamwork and collaboration or may be the sole responsibility of the officer.
- Researching, evaluating and recommending IT security practices and technologies to meet the University's requirements and align with the corporate IT standards and IT strategy, where necessary producing costed proposals and/or reports.
- Taking a flexible approach to deliver the role. Supporting the needs of the service and Cardiff Met by working at site and outside of core business hours as requested.

Person specification

Essential qualifications / Professional memberships

- Degree in an IT related subject **OR**
- HND / HNC in an IT related subject **AND** equivalent professional experience (as outlined below). **OR**
- A professional relevant qualification **AND** equivalent professional experience (as outlined below).

Essential experience, knowledge and skills

1. Excellent overall knowledge of IT Security and technologies and their application in a corporate network environment.
2. Thorough knowledge of network protocols and Internet troubleshooting techniques.
3. Good knowledge and hands-on experience of working with network infrastructures such as Firewalls, VPNs, Routers/Switches, file and session encryption and cryptography methods and, web application security.



4. Knowledge of IT service provision with awareness of implications of changes and upgrades.
5. Wide range of technical expertise and ability to adapt this quickly to meet new requirements.
6. Logical and systematic approach to diagnosis with ability to diagnose and resolve complex technical problems and to identify underlying issues and trends.
7. Customer focused with excellent interpersonal skills and able to communicate with students and university staff at various levels.
8. Ability to work under pressure with strong decision-making and analytical skills.
9. Experience in working with firewalls in a corporate network environment.
10. Experience supporting and designing infrastructures and/or server-based systems.
11. Experience of planning and co-ordinating technical implementation and support tasks.
12. Experience of planning for and responding to cyber incidents.

Desirable

1. Knowledge of legislation and institutional policies in relation to IT Security.
2. Ability to configure and carry out troubleshooting across a range of on-premise and cloud-based platforms and systems.
3. Experience in design and support of access and security services such as Network Access Control, firewalls and authentication systems.



Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				

Disclosure & Barring Service requirements

This post requires does not require a DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal



behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.