



JOB DESCRIPTION

1. JOB SPECIFICS	
Job Title:	IT Security Operations Manager
Reports to:	IT Director
Location:	Leeds
Department:	IT

2. ABOUT THE ROLE	
What you'll be doing?	<p>This senior role will involve you in strategic decision-making, system implementations, and the adoption and testing of new processes and procedures which improve the security and robustness of QA's organisational infrastructure and associated IT systems.</p> <p>As Security Operations Manager you will be responsible for safeguarding QA from intrusion, security threats, security weaknesses, software bugs and exploits. You will be responsible for direct and virtual teams involved in keeping QA secure.</p>
Key Responsibilities	<p>Definition and scoping of IT security requirements, creation and execution of security related strategies enhancing the reliability and security of IT systems, projects and data.</p> <p>Managing direct and virtual teams, allocating your resources to ensure that projects are delivering secure and robust IT solutions for the agreed IT security needs.</p> <p>Oversight, planning and execution of vulnerability assessments, penetration tests, audits or related investigations and to make recommendations to control any risks identified and to ensure they are implemented.</p> <p>Management, planning and execution of security related projects across the QA IT infrastructure to ensure conformance with industry standards such as Cyber Essentials and CHECK.</p> <p>Management of the Security Operations Centre, ensuring resources are aligned to monitor and protect QA IT assets.</p> <p>Responsible for directing security event monitoring, management, response and cyber intelligence</p> <p>To respond rapidly and effectively to IT security incidents, managing them including computer forensics for evidence gathering and preservation. Appropriate and sensitive handling of affected individuals and efficient liaison with external agencies when required.</p> <p>Creation of reports, dashboards, metrics for SOC operations and presentation to senior management.</p> <p>Work collaboratively with IT stakeholders to ensure that IT security standards are implemented within all QA IT systems.</p>

	<p>Compliance with any government's standards and related legislation, such as the Data Protection Act and ISO standards.</p> <p>Working with partners, key stakeholders, vendors or third party service and solution providers to ensure IT security standards are maintained.</p>
Key Working Relationships	<p>IT and senior business managers across all areas of QA.</p> <p>3rd party software/service providers.</p>

3. ABOUT YOU

Skills & Abilities	<p>Highly motivated with excellent organisational, resource and management skills.</p> <p>Ability to manage, motivate and develop a team</p> <p>Ability to juggle priorities and balance long-term and short-term demands</p> <p>Excellent project management skills</p> <p>Excellent analytical, technical and communications skills at a strategic level</p> <p>A positive, “can do” attitude and the drive and enthusiasm to persevere and deliver, both individually and through managing a team.</p> <p>Breadth of vision and the ability to grasp critical issues quickly and rise above the detail to see the problem from a wider perspective.</p> <p>Tact and diplomacy skills and ability to diffuse and resolve conflict situations.</p> <p>Ability to understand and evaluate risk in relation to IT Security and communicate this at a senior level</p> <p>Excellent oral and written communication skills with the confidence to interact with internal/external stakeholders at all levels, present complex analyses and influence decision makers</p>
Your Experience & Knowledge	<p>Experience of working at a senior level within an information security, cyber security environment or Security Operations Centre.</p> <p>Strong technical background with excellent knowledge of cyber security, computer networks and operating systems including firewalls, IDS/IPS, Active Directory, endpoint protection, Windows Server, networks and cloud services</p> <p>Comprehensive knowledge or experience of information security principles, including risk assessment, intrusion detection, Security Incident and Event Management (SIEM) tools, threat and vulnerability management</p> <p>Detailed knowledge or experience of application or network based penetration testing tools and methodologies</p> <p>Experience of incident response and/or security incident event</p>

	<p>management solutions, SOAR, UEBA</p> <p>Successful track record of effective project coordination, prioritization, collaboration, organisation and timely project delivery</p> <p>Analytical background with the ability to analyse and interpret large and complex data sets and articulate observations, conclusions and recommendations</p> <p>Good understanding of current legislation and regulations pertaining IT security, QA and its stakeholders</p>
Your Qualifications	CISSP or similar is desirable
What you'll bring to QA	<p>Leading a team to safeguard QA IT infrastructure and data against cyber threats through the use of SIEM and analytical tools and application of threat, technical and business knowledge.</p>

4. ABOUT QA	
About us	<p>We shape the next generation of technologists, leaders and innovators.</p> <p>By powering potential - the potential of over a quarter of a million learners a year. We empower them to push boundaries and thrive in the workplace.</p> <p>Why we do learning</p> <p>For over 30 years, we've worked in technology - where the impact of great learning is changing the world.</p> <p>A bold statement, but hear us out. We are right at the centre of a technological revolution. Devices are not just connecting people, cities and countries - they are connecting to each other, collecting data and using it to learn and make themselves better. Soon we will have cars that can drive themselves, fridges that make sure we never run out of milk and computers that can learn from their own mistakes.</p> <p>Driving this revolution? People.</p> <p>And this is where we come in.</p> <p>People advancing their knowledge in technology - to enrich society - build a new culture - better how we live our lives, and how we work together.</p> <p>People are learning to use technology to drive phenomenal change. This is our passion - powering their potential.</p>
We promise to be	<p>Bold</p> <ul style="list-style-type: none"> ○ Ambition is great. We set ambitious targets - holding ourselves and others to ever-higher standards. ○ We contribute (insightfully) to the debate inside and outside QA. ○ We move. Quickly. We respond to your needs - fast. <p>Collaborative</p> <ul style="list-style-type: none"> ○ We spend time getting to know you - our learners and our customers - to earn your trust. ○ We connect a solution to your problem - we have tonnes of different services to help you. ○ We're the positive person who actively gets stuck in to solving problems. <p>Progressive</p> <ul style="list-style-type: none"> ○ We embrace change - and support it. ○ We challenge ourselves to use the latest technologies and methods - no matter how out there. ○ We're curious - about what you do, about what the person next to you does, about our customers and our learners.

<p>What's on offer?</p>	<p>Learning is not just a service we provide, it's a way of life at QA, and we try to ensure that everyone has the opportunity to take advantage of our huge and varied range of learning and development options, so everyone is eligible for 3 Training Days every year, to focus on subjects they're interested in.</p> <p>We also know that many people like to "give back" and so we offer 2 paid Charity Days each year to support your chosen charity in whatever way you choose. And if you get involved in charity fundraising, QA will also double any sponsorship money raised, up to £250. This is over and above the charitable activities that we encourage through our annual QA fundraising drives - you can get involved with this as much or as little as you like. We see it as a great way to foster team building too.</p> <p>We all need to take time out to recharge our batteries from time to time and enjoy some down time, so we provide a fairly generous 25 days' holiday per annum (rising to 28 days after 5 years)- with the option to buy more if you wish.</p> <p>It's important, too, to plan for the future and ensure we are able to maintain the lifestyle we have worked so hard to achieve, once we retire from the hurly burly and slow down to enjoy our later years, so we offer a defined contribution pension plan and will match your contributions up to a maximum of 4% of your basic salary.</p> <p>Then there are two of our core benefit offerings, not the most exciting, but we consider it important to ensure everyone has the peace of mind provided by Life Assurance (4x your basic salary) and Permanent Health Insurance (after a qualifying period) in the event that ill health, or worse, disrupts our plans.</p> <p>And finally, a few fringe benefits to assist with travel and lifestyle choices:</p> <ul style="list-style-type: none"> ○ Season ticket loan ○ Corporate gym membership ○ Cycle to work scheme
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