



Cyber Security Manager

Job Title:	Cyber Security Manager
Reference No:	
Reports to:	Head of IT Services
Responsible For:	Cyber Security
Grade:	F Grade
Working Hours:	37 hours for nominal purposes
Faculty/Service:	Technical Services
Location:	Hybrid – based at St Peter's Gate
Main Purpose of Role:	<p>To be accountable for and the lead authority on all matters of Cyber Security across the University and be the designated lead for compliance with IT security standards including ISO27001.</p> <p>To own, develop and maintain the University IT Security framework.</p> <p>To represent Technical Services and the University within professional forums.</p>
Key Responsibilities and Accountabilities:	<p>To be the technical authority and accountable for the leadership and management of the following areas of Cyber Security;</p> <ul style="list-style-type: none">• To develop and deliver a Cyber Security Strategy to improve the security posture of the University.• To develop and deliver a Cyber Security Framework to convey the principles and objectives of the Cyber Security Strategy and to align the processes and procedures of the University to industry leading standards such as ISO27001.• To develop and manage the implementation of all Cyber Security Policy, Processes and Procedures for the University of Sunderland Group.• To promote a robust approach to cyber security within all University operations and develop the on-going effectiveness of cyber assurance under the 5 core elements of Identify, Protect, Detect, Respond, Recover.• To be an expert counsel and facilitate best practice on information security risk management to members of the University including Executive Board and Senior Management.• Identify and communicate current and emerging security threats.• Lead on the development and implementation of a coordinated approach to vulnerability assessment and management of all key digital assets across the University to reduce the risk profile.• To be the technical authority for all Cyber Security matters across the

University and to provide expert advice and guidance to operational and development staff within the department.

- To develop and lead a variety of Cyber Security audits across the department to ensure correct policies, processes and procedures are being followed and systems and solutions are secured to the standards set.
- Lead and manage all elements of Cyber Security Architecture.
- Contribute to Architectural Strategy and overall IT Strategy.
- To be lead technical investigator for all Cyber Security incidents and breaches and to be the primary contact with all relevant governing bodies and law enforcement agencies.
- Monitor global environments, identify emerging technologies and processes, and assess their potential value to the University in addressing Cyber Security.
- To lead on the development and delivery of mandatory Cyber Security training across the University to ensuring maximum coverage is achieved.
- To identify, manage, coordinate, and deliver projects required to ensure efficient and effective implementations of Cyber Security.
- Preparation of reports to Operations and Executive Board on a regular basis, providing updates on the implementation and success of the Cyber Security Strategy.
- To act as the University's authoritative specialist providing advice and technical support in relation to Cyber Security in the requirements / implications of new systems, products and services.

Special Circumstances:

Work outside of normal hours, at weekends and during Public and University holidays may be required from time to time.



Part 2A: Essential and Desirable Criteria

Essential

Qualifications and Professional Memberships:

- Educated to degree level or equivalent in a related discipline or significant experience in a senior cyber security role.

Knowledge and Experience:

- Expert practical knowledge of cyber security and the principles of Confidentiality, Integrity & Availability.
- Experience of managing staff
- Experience of delivering complex cyber security initiatives
- Experience of developing and delivering training to staff of all abilities
- Experience of handling sensitive and confidential information requests
- Experience of developing and implementing strategy, policy and guidance
- An ability to deal with complex and often competing demands
- Highly developed IT skills
- The ability to deliver at a high level to senior committees and colleagues
- An ability to solve complex problems based upon past experience and independent investigative analysis.
- Excellent communication and influencing skills and attention to detail.

Desirable

Qualifications and Professional Memberships:

CISSP or CISM.

PCI DSS ISA or PCI Professional.

ISO27001 Certified ISMS Lead Implementer.

Knowledge and Experience:

Knowledge of the Higher Education Sector.

Knowledge of Technical Security.

Part 2B: Key Competencies

Competencies are assessed at the interview/selection testing stage

COMMUNICATION

Oral communication

The role holder is required to, understand and convey straightforward information in a clear and accurate manner and the role holder is required to, understand and convey information which needs careful explanation or interpretation to help others understand, taking into account what to communicate and how best to convey the information to others and the role holder is required to, understand and convey complex conceptual ideas or complex information which may be highly detailed, technical or specialist.

Written or electronic communication and visual media

The role holder is required to, understand and convey straightforward information in a clear and accurate manner and the role holder is required to, understand and convey information which needs careful explanation or interpretation to help others understand, taking into account what to communicate and how best to convey the information to others and the role holder is required to, understand and convey complex conceptual ideas or complex information which may be highly detailed, technical or specialist.

SERVICE DELIVERY

The role holder is required to set the overall standards for service across a function or area of the organisation; monitor service levels; pre-empt changes in customers' needs and anticipate future requirements; maintain overall quality balancing different demands; ensure others have the support they need to provide quality service and fulfil their role.

DECISION-MAKING PROCESSES AND OUTCOMES

The role holder is required to take independent decisions that have a significant impact. The role holder is required to be party to some collaborative decisions; work with others to reach an optimal conclusion that have a significant impact. The role holder is required to provide advice or input to contribute to the decision-making of others that has a significant impact.

INITIATIVE AND PROBLEM-SOLVING

The role holder is required to resolve problems where there is a mass of information or diverse, partial and conflicting data, with a range of potential options available; apply creativity to devise varied solutions, approaching the problem from different perspectives.

KNOWLEDGE AND EXPERIENCE

The role holder is required to apply a breadth or depth of experience showing full working knowledge and proficiency of their own area of expertise; act as a point of reference to others; demonstrate continuous specialist development, acquiring and refining skills and expertise in new or related areas through undertaking and encouraging internal or external development activity.

TEAM DEVELOPMENT

The role holder is required to train or guide others on specific tasks, issues or activities; give advice, guidance and feedback on the basis of their own knowledge or experience; deliver training and the role holder is required to carry out training or development activity according to the needs of the individual or group; identify current capabilities and future needs; define the performance standards required; identify appropriate developmental activity; assess the application of learning; give feedback and guidance on overall performance.

Date Completed:

September 2022