L&Q Group

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| Role title  | Graduate Infosec Analyst – Culture and Awareness | Date  | 04/10/24  |
| Reports to Title  | Infosec Analyst – GRC and Dotted line to Head of Information Security | Version  | FINAL  |
| DBS Disclosure Required:  | Yes  |   | No  | X  | Standard  |   | Enhanced  |   | Enhanced +  |   |
| Responsibility for End Results  |
| Support infosec security team in proactive engagement, communications and marketing campaigns to encourage and grow a culture of security awareness. This role will also work across the wider information security team supporting risk management, governance, compliance and security operations. This role will also ensure they gain the knowledge of the current technology and digital infrastructure and work with the current technology team to drive better use and adoption of technology.  |
| *Key Responsibilities / Deliverables:*  |
| Main Accountabilities: List the major activities or functions necessary to achieve the job’s end results. The percentage of time spent on each of these should add up to 100%.  | *Time (%)*  |
| 1. Customer service/ values • Assist in the wider information security program with a particular focus on creating content through various media platforms (including intranet, video, audio) for engagement and amplifying information security and technology awareness.* Work collaboratively across all areas of the organisation with a can-do approach
* Be creative within the boundaries of the organisations values to deliver various media content for awareness and training
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| 2. Strategy/ achieving objectives * Working with and assisting the infosec team to support the development and delivery of information security controls, providing assurance that controls are maintained.
* Working with and assisting the infosec security operations team to support delivery and maturity of Information Security function aligned to Infosec roadmap and corporate values
* Additional Duties as required by management; this may include travel between L&Q sites and working remotely
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| 3. Working with others – internal • Help integrate and share information with other analysts and other teams. Work collaboratively with information security team, technology, and document and report on information security issues and emerging trends.* Work with the wider technology team in supporting information security and technology communications and engagement
* Work collaboratively with the marketing and communications team.
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| 4. Working with others – external * Work collaboratively with partners as required, including external suppliers
* Work across Housing Collective Intelligence Forum
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| 5. Budgetary responsibility  • Adopt responsibility for the creation of value, and cost efficiency in all aspects of day-to-day work  | N/A  |
| 6. Compliance  • Keep abreast of research information, security trends, new external risks, threats and vulnerabilities.* Ensure work conducted is carried out in a compliant manner aligned to corporate objectives and values
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| 7. Records and systems • Support and participate in helping the team resolve major and security incidents, post implementation reviews and problem reviews to assist with the identification, review and analysis of security incidents or threats to service. Would also be involved in assisting with performing Pen Testing and Vulnerability scanning.* Support and help the infosec team in sharing important communication
* Support continuous monitoring of company infrastructure to identify security incidents and proactively report and manage these.
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| 8. Risks • Support and help address new and existing risks, vulnerabilities and threats aligned to information security risk management through employee engagement. | 10  |
| Financial Responsibility: Enter below any revenue, operating or capital budgets for which the role is accountable.  |
|  N/A |
| People Responsibility: Indicate below the number of employees for which the role has supervisory / management responsibility. If the number varies, indicate an average or a range.  |
|  | *Direct Reports*  | *Indirect Reports*  |
| Total Employees  | 0  | 0  |
| Please list below any outsourced service providers that are managed by the role (e.g. payroll), or any functional / project management responsibilities.  |
|   |
| Technical Knowledge/Skills  |
|  List of technical knowledge/ skills required to successfully perform the job role; including professional qualifications  |
| * Foundation knowledge of using modern technology such as ChatGPT, Canva, social media platforms etc
 | * Foundation level understanding of information security best practice.
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| * Foundation knowledge employee engagement
 | * Desirable candidates should have computer and technical skills but do not need to have completed a technical, information security or similar degree.
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| * Foundation knowledge and understanding of cyber risks and threats related to cyber attackers.
 | * Foundation knowledge or awareness of ISMS standards such as ISO27001 and/or Cyber Security Essentials
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| * Foundation knowledge on how to use media content creation software such as audio and video editing tools and solutions
 | * Excellent interpersonal skills, and good verbal and written and communication skills
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| * Basic understanding of Agile methodology and practice
 | * Knowledge and/or familiarity using Windows OS, Office 365 and Adobe Creative Suite or similar
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| Training offer  |
| We will fund the successful applicant to complete the CompTIA Cybersecurity Analyst (CySA+) certification or equivalent and they will also have access to official Microsoft training and a learning path in Pluralsight.  |
| L&Q Values |
| These are our guiding principles. They describe how we deliver our mission and vision through our behaviours and actions.  |
| People  |
|  • We care about the happiness and wellbeing of our customers and employees   |
| Passion  |
|  • We approach everything with energy, drive, determination, and enthusiasm   |
| Inclusion  |
|  • We draw strength from our differences and work collaboratively   |
| Responsibility  |
|  • We own problems and deliver effective, lasting solutions   |
| Impact  |
|  • We measure what we do by the difference we make   |
| Other  |
| * Commit to supporting L&Q’s environmental policy and social mission
* I will comply with all L&Q Health and Safety policies and procedures and commit to working towards best practice in the control of health and safety risks

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