1. **Advert**

**Post Title:** Senior Cyber Essentials Specialist  
**Division:** IT Services  
**Hours:** Full time or part time hours considered up to a maximum of 1 FTE  
Requests for flexible working options will be considered (subject to business need).  
**Location:** Brighton, United Kingdom  
**Contract:** Fixed term until 01 October 2025  
**Reference:** 21660  
**Salary:** Starting at £45,585 to £54,395 per annum, pro rata if part time.  
**Placed on:** 25 September 2023  
**Closing date:** 08 October 2023. Applications must be received by midnight of the closing date.  
**Expected Interview date:** 19 - 20 October 2023  
**Expected start date:** As soon as possible

**About the role**

As the Senior Cyber Essentials Specialist here at the University, you will play a pivotal role in the successful delivery and implementation of our Cyber Essentials Plus accreditation. This is a significant and high-profile project for the University and has implications to its ongoing cyber stance and capability as well as its ability to successfully bid for research grants now and in the future.

You will be a core member of the project team and will be expected to work across IT Services, Sussex Projects, and the wider Sussex community, demonstrating a willingness to be proactive in approach, work collaboratively, and be supportive of colleagues.

You will be working within our infrastructure environment supporting colleagues responsible for network, firewall, server, storage, backup, identity, and security etc, as well as our operations group in support of endpoint systems and endpoint management solutions, aligning these services in support of Cyber Essentials Plus.

This is a highly hands-on role where you will need to be adaptable and flexible in your approach, and adept at coordinating and working with an array of team resource in meeting challenging targets and deadlines.

**About you**

You will bring your knowledge and experience of delivering security frameworks such as Cyber Essentials Plus and your technical background to bear with responsibility to act as the technical bridge between the project team and members of IT Services, supporting the successful delivery of associated work packages that will improve our ability to achieve the Cyber Essentials Plus accreditation.
You will utilise your knowledge and experience to interpret CE Plus requirements and map these across to the technical environment, engaging and facilitating technical teams in the delivery of individual tasks, complex implementations, and new developments.

About our Division

Led by our Chief Digital Transformation Officer and his Leadership team, we are now embarking on an ambitious programme of change. Over the coming years, this digital transition will be an ever-developing programme supported by senior stakeholders both financially and strategically. This University will be a very different world in years to come and aspires to achieve levels of performance and digital delivery yet unseen in the sector. All of this is underpinned by major construction and estate renewal, an exciting programme of work to add thousands of accommodation spaces, and a network replacement project to install the latest digital infrastructure as part of the journey towards a fully data-enabled organisation.

Why work here...

Our University is situated just off of the A27, next to the beautiful South Downs where you will enjoy everything that our 150-acre campus has to offer. We are easily accessible by public transport; a 5-minute walk from the train station and bus stops within the campus. We have dedicated cycling paths and encourage our staff to cycle to work with our offering of a cycle to work scheme.

Sussex is a renowned, research-led International University and this is only possible because of the people that work here. Whether you are Faculty, Student, or a member of a Professional Services Team, it’s our people that make us great and we want you to be part of that.

The benefits that you will receive from day one:

- Generous pension scheme: 31.4% total (grades7-10)
- Life insurance of up to 3 times your annual salary for any pension-enrolled employees.
- Purchase additional Annual Leave though our Scheme for a great home and work life balance
- Discounts on public transport, Cycle to work Scheme, and special rates in hotels in Brighton and the Sussex region.
- Discounts on high-street shops through our Rewards partner, along with a Cash back Health Plan.
- Considerable discount on our on-site Gym Facilities because we care about our employees’ Health and Wellbeing.

Please contact Michelle Richardson (michelle.richardson@sussex.ac.uk) for informal enquiries

For full details and how to apply see our vacancies page

*The University of Sussex values the diversity of its staff and students, and we welcome applicants from all backgrounds.*

Please note: The University requires that work undertaken for the University is performed from the UK.
2. Job Description and Person Specification

Job Title: **Scientific Officer – Senior Cyber Essentials Specialist**

Grade: G8

School/Division: IT Services

Location: Shawcross, University of Sussex

Responsible to: Assistant Director, Projects CTO

Direct reports: n/a

Key contacts: SRO Cyber Essentials Plus  
PM Cyber Essentials Plus  
Cyber Security Manager  
AD Strategy & Architecture  
AD IT Infrastructure  
AD IT Operations

**Role description:**
The Senior Cyber Essentials Specialist will perform the role of the institution’s lead subject matter expert in Cyber Essentials, ensuring appropriate compliance to the Standard, and play a significant role in the technical delivery of Cyber Essentials Plus project within the Cyber Security Programme.

In this hands-on role, the post holder will use their technical IT expertise, and knowledge and experience of the Cyber Essentials framework to collaborate closely with the Project team in the review, formulation, and preparation of requirements driven by the framework which will be necessary in support of its successful delivery. In doing so, they will act as a technical bridge between the Project team, advising and directing other IT functions, 3rd party providers, and other University stakeholders to map out and support the implementation of technical requirements.

The Senior Cyber Essentials Specialist will support the identification, definition, and preparation of improvements, enhancements and innovations that meet evolving requirements of Cyber Essentials Plus, helping to ensure the University delivers a highly secure environment and seamless experience for all our students and staff which is aligned to the accreditation.

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**PRINCIPAL ACCOUNTABILITIES**

1. Lead on the provision of objective and expert information, advice, and guidance for colleagues on all matters relating to Cyber Essentials+ and institutional compliance.
2. Design and develop technical solutions which provide adherence to Cyber Essentials+, assess risks, complete internal compliance checks and audits, advise on subject area.
3. On behalf of the institution, perform role of cyber security expert.
4. Provide project delivery in design of core service facilities for cyber security across the institution. The management of an effective and efficient solutions and designs, ensuring a safe environment for staff, students, and visitors.

**KEY RESPONSIBILITIES**

- Be an institutional subject matter expert in the area of cyber security, providing advice and guidance to all levels of the institution, working to satisfactorily resolve complex technical issues.
- Ensure all design and solutions are aligned to University policy and procedure, and regulatory guidance, and government statute, directing on policy and procedure advancement.
- Across the University, working with internal stakeholders to promote a culture of compliance and best practice towards area of cyber security.
- In liaison with other SMEs across the institution and external bodies, ensure full compliance coverage, clarify areas of responsibility agreeing where accountability lies in areas of overlap or exposure.
- Ensure institutional records are in place to support compliance.
- Advise on training and development interventions in subject area to staff and students as needed.
- Identify options and make recommendations to address or improve problem areas.
- Provide expertise and support in understanding the impact of the recommended action and help to build plans for implementation.
- Support project managers within the relevant area on the production and maintenance of project plans for solution implementation.
- Lead the design and delivery of support materials for implementation plans where appropriate.
- Where required, direct project colleagues in support of specific requirements.
- Presenting and facilitating workshops with groups of all sizes to develop understanding of procedures and policies within subject area. Where appropriate, assess competency of customers and provide feedback.
- Maintaining and updating information systems in line with the Data Protection Act, and ensuring accurate recording of query types and suggestions ideas for improvement.
- Preparing ad hoc and regular management reports to regulatory bodies and internally to aid the improvement of processes and understanding of the subject area.
- Provide advice on ongoing dependent projects.
- Where required, direct IT technical staff in area of expertise.
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.
- Planning, co-ordinating, and operational management of the services associated with cyber security and CE+ to ensure that a reliable and sustainable service is available to meet the needs of the department.

**Dimensions**

- This role does not have direct budget responsibility but may recommend appropriate spend associated with the project.
- This role may occasionally have line management responsibility.
- This role will not have responsibilities for equipment or premises.
• The post holder reports to the Assistant Director, Projects CTO, working under broad direction to enable the post holder to manage their own work and that of other team members, to achieve their agreed objectives. The role holder will play a key role as part of the Cyber Security Programme team in supporting the achievement of the strategic and operational goals of the University, Technical Services & ITS. The post holder is expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.

• Support achievement of the IT & Sussex Projects’ compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

• Balance effectiveness and cost-efficiency in the management of the projects you are accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University’s strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently.

This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. A detailed applied and theoretical knowledge and understanding of cyber security.

2. Effective management skills

3. Well-developed oral and written communication skills with the ability to present policy and procedure and communicate complex technical messages in a way that can be understood by the audience.

4. Planning and organisational skills, including project management.

5. Well-developed interpersonal skills with the ability to quickly build rapport, effectively influence, persuade, and negotiate in area of expertise, effectively contribute to team working to build and develop working relationships, and work with external professional subject area networks.

6. Analytical skills with the ability to generate effective solutions and make effective decisions.

7. Effective IT Skills on MS platform and any specialist software the role would rely upon.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Demonstrable hands-on experience of supporting organisations through security framework accreditation processes such as Cyber Essentials.
2. A robust knowledge and understanding of latest iterations of NCSC Cyber Essentials Requirements for IT Infrastructure.

3. Strong experience of engaging with technical teams in the development of supporting infrastructures for security frameworks and acting as a technical bridge between project and delivery teams.