WILLIAM GRANT & SONS

ROLE PROFILE

Job Title	**Information & Cyber Security Specialist**
Business Unit / Group Function	Central Services
BU Team / Sub-Function	Group Technology Services
Location	Arete
Team Leader	Information & Cyber Security Leader
Team Members	No
Job Level	4A

Role Purpose

Responsible for providing specialist delivery across assigned information and cyber security capabilities, providing subject matter expertise, developing and assuring security controls, supporting risk decisions, and improving the organisation's security posture across business and technology environments.

Accountabilities

- **Lead delivery of assigned information and cyber security capabilities, which may include security governance, cyber risk, third-party assurance, identity and access security, data protection controls, technical assurance, detection improvement, awareness and security operations improvement.**
- **Develop, maintain and contribute to security policies, standards, procedures and guidance, ensuring they are practical, risk-based and aligned to the Information Security Management System.**
- **Provide subject matter expertise to business and technology initiatives following secure-by-design principles, identifying information and cyber security risks and advising on proportionate control requirements.**
- **Conduct third-party and supply chain security assurance activity, including vendor assessments, solution security reviews, evidence evaluation, risk identification, remediation tracking and recommendations for acceptance or escalation.**
- **Develop, review and assure technical security controls, including identity, access, endpoint, data protection, monitoring, logging, cloud, SaaS and platform security controls in collaboration with relevant technology and platform owners.**
- **Conduct detection and response improvement activity, including detection use case development, alert quality improvement, incident response playbooks, control tuning, SOC hand-off improvements and lessons learned actions.**
- **Implement security orchestration, automation and response capabilities to improve delivery of information and cyber security objectives, including repeatable assurance tasks, reporting, triage, detection engineering, workflow automation and operational efficiency.**
- **Support cyber risk management activity, including risk assessments, exception reviews, control gap analysis, treatment planning, risk acceptance recommendations and escalation of material issues.**
- **Appraise external cyber security providers by providing technical and operational input into service reviews, performance issues, improvement actions, incident follow-up and assurance of delivered outcomes.**
- **Conduct security assurance and control testing activity, assessing whether security controls are designed effectively, operating as intended and producing suitable evidence for audit, governance and leadership reporting.**
- **Engage directly with stakeholders across the organisation, building trusted relationships and ensuring security requirements are understood, proportionate and embedded into business processes.**

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- **Provide guidance and support to Information and Cyber Security Analysts, helping develop capability, review outputs and ensure consistent quality across operational and assurance activities.**
- **Design, develop and deliver security awareness, training and behaviour programmes for all Business Units to improve security culture and maturity.**