



WILLIAM GRANT & SONS

ROLE PROFILE

Role Title	Information Security Analyst
Internal Reference	CEN-0531
Business Unit / Group Function	Central Services
BU Team / Sub-Function	Group Technology Services
Location	Arete
Team Leader Role	Information Security Leader
Role Level	4B
Team Members	No
Role Purpose Support the Information Security team to deliver its Information Security strategy and WG&S Information and Information assets are appropriately protected by ensuring that various compliance and audit tasks are completed in line with Information Security best practices.	
Accountabilities <ul style="list-style-type: none">• Support the Information Security team to deliver against its overall strategy through the execution of key Information Security processes such as vendor assessments, providing security advice to users and generally supporting the network of Information Security Specialists• Assist with the engagement to key business stakeholders by answering queries and promoting security best practices to users throughout the business.• Help to maintain the library of Information Security Policies, Standards and processes to ensure these are relevant, applicable and up to date• Contribute to the program of Information Security Training, Awareness & Comms activities to ensure security messages are being delivered and that WG&S maintains an acceptable information security culture at all levels across the business• Stay up to date and informed on the latest information security trends and how these apply to the WG&S.• Engage with the GTS risk manager to ensure that a regular cadence of risk management is in place and that all Information Security risks are being updated and are managed correctly• Support with audits of both GTS and business functions to ensure that security best practices are in place and aligned to WG&S information security policies• Provide support in planning security testing activities such as Penetration Testing or vulnerability assessments in co-ordination with the Security Operations team• Track the various compliance tasks and workstreams which the Information Security team is engaged in to ensure these are completed on time and in full	
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INDEPENDENT FAMILY
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