BTS CYBER-SECURITY GRADUATE APPRENTICE				Purpose
Reference No.	A3973	Type:	Generic	To assist the Lead Officer in the selection, design, justification, implementation and operation of controls and management strategies to maintain the security, confidentiality, integrity, availability, accountability and relevant compliance of information systems with legislation, regulation and relevant standards.
Service	Business Technology Solutions			
Job Family	Para-professional	Grade	FC4-FC6	

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Participating in activities to provide operational security management and administrative services. Typically includes assisting in the monitoring of access to IT facilities or infrastructure, the investigation of unauthorised access and compliance with relevant legislation.	Four SQA Highers at Grade BBBB (or equivalent) including Computing or Maths.	✓	
	Relevant work experience (subject to application and supporting evidence).	✓	
	Basic Disclosure	✓	
SFIA Level 1 – Information Security Assist in acting on vulnerability information and assist in conducting security risk assessments, business impact analysis on information security systems. Assist in investigating major breaches of security and contribute in recommending appropriate control improvements. Contribute to the development of information security policy, standards and guidelines.	Experience of collaborative working (Work together – see 'How We Work Matters' Framework).		✓
	Ability to provide a regular and effective service and manage deadlines.	✓	

E = Essential Criteria D = Desirable Criteria

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SFIA Level 1 – Security Administration Assist in monitoring the application and compliance of security administration procedures and assist in reviewing information systems for actual or potential breaches in security. Contribute and be involved in ensuring that all identified breaches in security are promptly and thoroughly investigated. Assists in ensuring that security records are accurate and complete. Contribute towards the creation and maintenance of policy, standards, procedures and documentation for security.	Meets required level of qualifications/experience required for Graduate Apprenticeship (GA) in BEng (Hons) Cyber Security. Ability to operate effectively to deadlines. (Deliver Results) Ability to work accurately and with attention to detail (Deliver Results).	✓ ✓ ✓	
SFIA Level 2 – Emerging Technology Monitoring Gain knowledge of specific specialisms and provides appropriate advice regarding their application.	Willingness to commit to ongoing professional development in the field of cyber security (Take Ownership).	✓	
SFIA Level 1 – Technical Specialism Learns and gains knowledge of specific specialisms, and provides advice regarding their application.	Creativity, research and problem solving skills.		✓
SFIA Level 1 – Methods and Tools Ability to use appropriate techniques, methodologies and tools. Ability to build relationships with colleagues and partners so that work is integrated with and supports other relevant work in the Council and wider community.	Experience of data collection and analysis. Knowledge of Microsoft Office applications (Embrace technology and information)	✓	✓

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
	Ability to work and build relationships with colleagues and partners. (Work Together)	✓	
SFIA Level 2 – Relationship Management Contribute to open communication and discussion between stakeholders. Assists in maintaining all documentation including project files.	Ability to communicate across a range of formats. Ability to produce high quality written work.	✓ ✓	
SFIA Level 1 – Quality Management Gain awareness of quality management models and techniques to help identify areas for improvement. Suggest corrective action where appropriate to reduce errors and improve the quality of the system and services.	Focus on the needs of customers. Have an awareness of quality standards (Focus on customers).	✓	 ✓

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required
Before confirming appointment: You may be required to obtain a Basic Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is included in appendices:	**Expected Behaviours –** It is essential that you display the following behaviours as they are expected of all our employees:
- Skills Framework (if applicable) - How we work matters	- Take Ownership - Focus on Customers - Work Together - Embrace Technology & Information - Deliver Results