

Security Operations Analyst

JOB SPECIFICATION

Gateley

POSITION:	Security Operations Analyst
LOCATION:	Birmingham / Manchester
CONTRACT TYPE:	Permanent

The ***role***

As a Security Operations Analyst you will be part of a small team that is responsible for monitoring and maintaining the security of Gateley's IT infrastructure, software, and users.

The Security Operations Analyst will:

- Be responsible for the day-to-day operation and maintenance of security tools and controls.
- Proactively monitor the firm's network and computing infrastructure, review reports and respond to threat intelligence and alerts.
- Raise and manage incidents and changes, remediate vulnerabilities, and implement improvements in IT Security.
- Prepare and present routine reporting of agreed security KPIs and of compliance with policy and security certifications.
- Work with other members of the IT Team and the wider business as 2nd line support where IT Security input is required for BAU or project activities.
- Conduct simulated phishing tests and manage delivery of online security training and awareness campaigns.
- Maintain and develop your knowledge of IT Security, industry trends, technology, and threats.
- Assist third-party providers of security services with penetration testing and security auditing and certification.
- Contribute knowledge and expertise in relation to the secure design of new services.
- Liaise with relevant suppliers where required.
- Participate in the resolution of incidents escalated to the team.
- Identify opportunities for improvement.
- Ensure that all system and operating documentation is up to date and available to the appropriate teams.

Due to the nature of the team you may from time to time be asked to undertake ad-hoc tasks outside of your core responsibilities.

The ***team***

Gateley Plc has a dynamic and collaborative IT department. We are growing our team to 55 staff members in total across IT Service, Infrastructure, Architecture, Security, Change Management, Development, Innovation and Client Solutions.

The Information Security Team is responsible for monitoring the Gateley network for suspicious activity, identifying vulnerabilities, responding to security incidents, and collaborating with IT and the wider business to reduce risk and improve security controls.

In a constantly changing and evolving IT environment, you'll use a collection of security tools to measure and maintain our compliance with policies, standards, and external certifications such as Cyber Essentials Plus.

The *person*

We are looking for someone with a broad knowledge of IT and some IT Security experience, ready to take on responsibility for our day-to-day security operations. We will provide training and other opportunities for the right person to develop their skills.

Essential:

- A practical understanding of information security in a corporate environment
- Security monitoring, alert triage and incident response principles
- Networking concepts, services and protocols, including LAN, WAN, DNS, encryption and remote access
- Identity and access management, multifactor authentication and privileged access
- Microsoft Windows desktop and server operating systems
- Microsoft 365, Microsoft Entra ID, Active Directory
- Endpoint, email, network, web, and cloud security technologies
- Vulnerability management and remediation
- IT service management principles, including incident and change management
- Excellent documentation and communication skills

Desirable:

- A relevant information security qualification (Security+, CC, etc.)
- SaaS and IaaS cloud security principles, including SSE and SASE
- Understanding of AI technology and associated security risks
- Familiarity with standards, controls, certifications including ISO 27001, Cyber Essentials Plus
- Understanding of statutory and regulatory requirements for the handling of sensitive data
- Experience of working within the legal/professional services industry
- Business continuity planning and disaster recovery
- Microsoft Azure, Intune, Configuration Manager
- Virtualisation, Linux, scripting or software development
- Security testing experience

The *benefits*

With support, coaching and feedback from some of the most engaging colleagues around our great development and progression opportunities will reward your commitment and loyalty. We offer a competitive remuneration package where you'll be rewarded for your individual performance with an opportunity to receive an annual bonus.

In addition, we have a wide range of learning and development opportunities via our Learn platform to develop new skills and progress your career. Our My Flex comprehensive rewards package includes options covering annual leave (and the benefit of purchasing extra days), cycle to work, critical illness benefit, employee assistance programme, group personal pension, health care, season ticket loan and many more benefits (grade dependent). Finally, with Perks At Work/Home you can select a host of retail benefits that suit your needs alongside a Community Online Academy, free courses for all from fitness to coding to languages to hip hop dance.

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We are ***Gateley***

We are forward thinking and straight talking, our approach is to find solutions to the problems that our clients face. Gateley is a legal and professional services group, we are a group of formidable experts in all areas of law and business. Passionate problem solvers, we get our kicks from finding the right answers and getting our legal and business clients where they need to be. We support more than 5,700 active clients, ranging from FTSE 100 companies to private individuals, in the UK and beyond. Being part of Gateley is not just about the expertise that you bring; it's about attitude too.

The 'Gateley Story' is the story of our people and our culture. It is what has got us to where we are today as a successful business and it's the driving force behind the Gateley Team Spirit and the values that have shaped it. We have a set of shared internal values that capture what the Gateley Team Spirit is and this includes five elements that bind us all together as one Gateley: Ambitious for Success, Forward Thinking, Room to Breathe, Trusted to Do and Working Together. Every year across the group, we recognise members of our team that have gone and above and beyond and have lived these shared values. They are recognised at our annual Gateley Team Spirit awards.

Diversity, inclusion and ***well being***

Diversity, inclusion and well being is an important part of Gateley's culture and values. We recruit talented people from a diverse range of backgrounds and cultures, providing equal opportunities for all to join our team regardless of age, sex, race, sexual orientation, disability, or culture.

We create an exciting and rewarding place to work that aims to fulfil everyone's potential and together to achieve personal and business goals. We offer flexible working patterns to help our staff achieve a good work/ life balance and we encourage candidates seeking flexibility in their next role to apply for any of our vacancies.

We are proud to have been recognised by The Law Society as gold standard for our Diversity and Inclusion Charter and to be Stonewall Diversity Champions.

Additional Information

If you are successful in receiving an offer of a role with our company a variety of pre-employment screening checks will be completed. Our screening checks can include but are not limited to your eligibility to work, professional and academic qualifications, any criminal records, your financial stability and references from previous employers. The screening that takes place will be relevant to your role and will vary from role to role.











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