



**Job Title:** Information Security Engineer

**Department:** IT Infrastructure

**Location:** London, office based, with travel throughout the UK & Channel Islands

**Contract:** Permanent - Full Time

**Reporting to:** Head of IT Infrastructure

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**Job Purpose:**

The InfoSec Engineer will be an integral part of the Infrastructure Team, planning and carrying out security measures to monitor and protect sensitive data and systems from infiltration and cyber-attacks.

The InfoSec Engineer will define, implement, uphold and maintain security standards. Safeguarding the infrastructure and resources, supporting day-to-day operations, along with current and future project initiatives.

**Responsibilities:**

**Develop Information Security Plans and Policies**

- Help plan and carry out information security strategy
- Develop a set of security standards and best practices, and recommend security enhancements to management as needed
- Develop strategies to respond to and recover from a security breach
- Responsible for educating the workforce on information security through training and building awareness

**Implement Protections**

- Install and use software, such as firewalls and data encryption programs, to protect organizations' sensitive information.
- Assist computer users with installation or processing of new security products and procedures.

**Test for Vulnerabilities**

- Conduct periodic scans of networks to find any vulnerability
- Conduct penetration testing, in which they simulate an attack on the system to highlight or find any weaknesses that might be exploited by a malicious party

**Monitor for Security Breaches**

- Constantly monitor networks and systems for security breaches or intrusions
- Install software that helps notify of intrusions and watch out for irregular system behaviour.

**Investigate Security Breaches**

- If a breach has occurred, leads incident response activities to minimise the impact
- Lead a technical and forensic investigation into how the breach happened and the extent of the damage

- Prepare reports of findings to be reported to management.

### **Core skills:**

- design new security systems and upgrade existing ones
- use advanced analytic tools to determine emerging threat patterns and vulnerabilities
- engage in 'ethical hacking', for example, simulating security breaches
- identify potential weaknesses and implement measures, such as firewalls and encryption
- investigate security alerts and provide incident response
- monitor identity and access management, including monitoring for abuse of permissions by authorised system users
- monitor for attacks, intrusions and unusual, unauthorized or illegal activity
- test and evaluate security products
- monitor and respond to 'phishing' emails and 'pharming' activity
- direct experience with anti-virus software, access management, vulnerability management, intrusion detection, firewalls and content filtering
- experience with CyberEssentials, ISO27001 and PCI-DSS
- DNS, DMARC, SPF, DKIM
- experience designing secure networks, systems and application architectures on prem and cloud based
- Professional experience in a system administration role supporting multiple platforms and applications
- keep up to date with the latest security and technology developments
- research/evaluate emerging cyber security threats and ways to manage them
- knowledge of disaster recovery, computer forensic tools, technologies and methods
- liaise with stakeholders in relation to cyber security issues and provide future recommendations
- generate reports for both technical and non-technical staff and stakeholders
- knowledge of risk assessment tools, technologies and methods
- assist with the creation, maintenance and delivery of cyber security awareness training for colleagues
- give advice and guidance to staff on issues such as spam and unwanted or malicious email
- Ability to communicate network security issues to peers and management
- Ability to read and use the results of mobile code, malicious code, and anti-virus software
- Strong understanding of endpoint security solutions to include File Integrity Monitoring and Data Loss Prevention

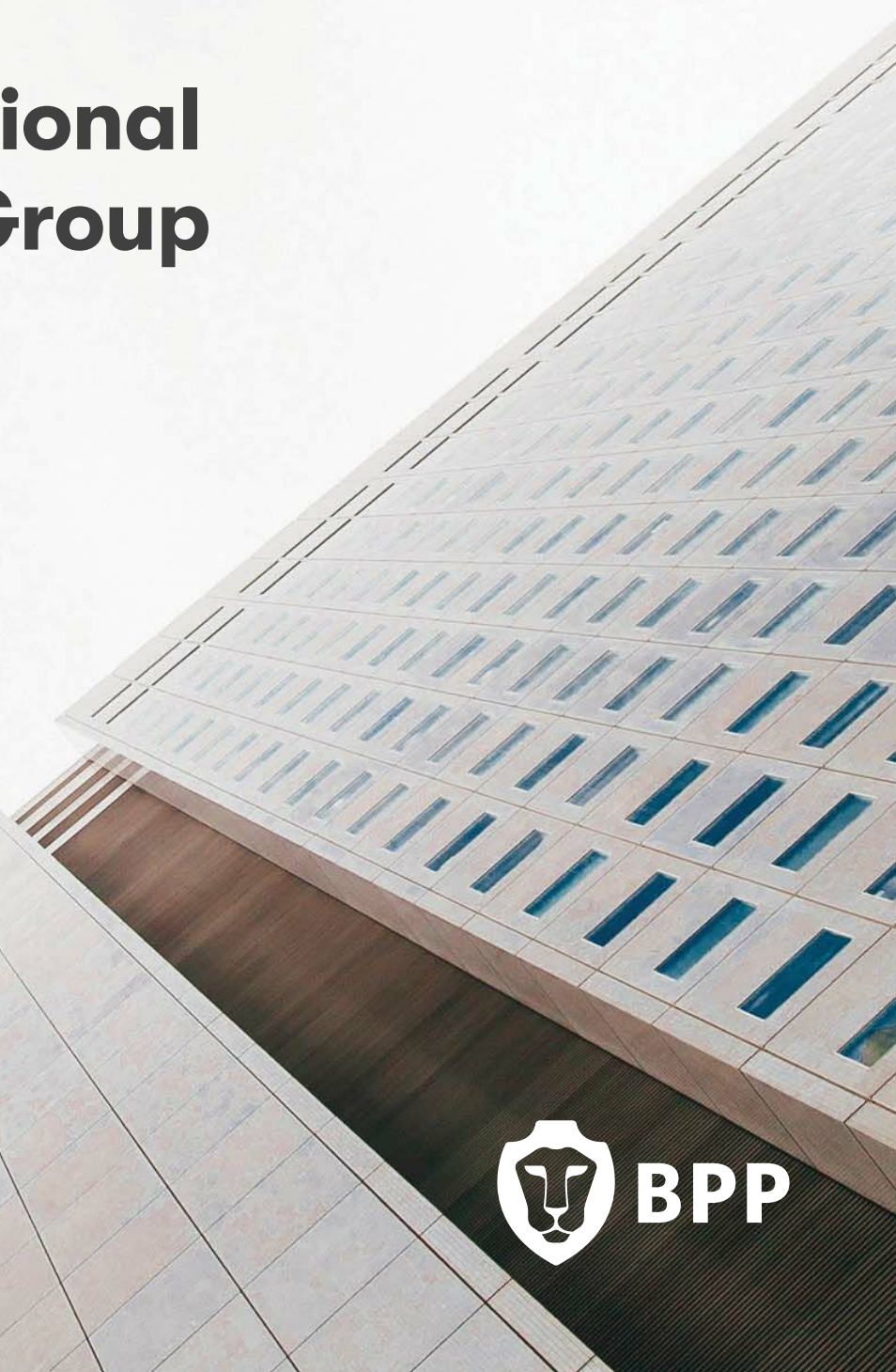
### **Knowledge, skills and experience required**

- To proactively implement, update, maintain, manage, monitor, and support enterprise network and systems infrastructure
- To mentor and lead other technical engineers and technical personnel
- Experience planning, researching, developing & communicating security policies, standards and procedures
- To lead/facilitate meetings and conduct presentations to technical and business staff
- To communicate technical concepts and proposals into understandable and justifiable business initiatives
- To participate in the definition of specific technical design, product selection, device standardization
- Be aware of key business objectives and ensure these are applied appropriately to all business activities
- Develop effective relationships
- Able to anticipate and understand customer expectations, and ensure customer requirements are met and expectations appropriately managed
- Able to build partner relationships with customers and focus on solving their problems.
- Effective communication skills suitable for the management of and liaison with departmental staff and senior management, both on a one to one and one to many basis
- Demonstrate effective communication, both orally and in writing, with peers, colleagues, clients and customers including producing reports, preparing, organising and delivering presentations

- using appropriate tools and techniques, and taking a leading role in meetings and discussions.
- Effective at determining a course of action by breaking it down into smaller steps and by planning and resourcing each of these, making allowance for potential problems
- Must manage the field of responsibility within allocated budgets and be able to plan and forecast future budgets based on business priorities.
- Awareness of BPP strategy, policies and procedures. Aware of how the organisation operates.
- Able to contribute effectively towards the objectives of a team, and be able to share knowledge, ideas and information
- Aware of the needs, objectives and constraints of those in other disciplines and functions
- Able to solve problems in a measured and creative way
- Capable of independently assessing a wide variety of tasks and be proactive in relation to identifying and undertaking activities that are to the benefit of the business
- Able to balance long and short-term objectives and understand business value. Be responsible for own decisions.
- Act in a professional manner and exhibit the required behaviour that should act as an example to other employees
- Able to network throughout the wider IT community.
- Undertake tasks with a positive attitude and respond well to management and client requests.
- Must be prepared to meet business goals and respond well to change.
- Azure, AWS, On prem
- Tenable, Nessus, Bluecoat, Checkpoint, Cisco, Meraki, Windows, Linux, NetAPP, f5
- Extensive experience in a similar role
- CISSP Certification
- AWS Certified Security – Speciality
- Azure Security Engineer Associate
- ITIL Foundation



# BPP Professional Education Group



# Welcome



**Today, BPP is both a university for the professions and a professional educator.** We concentrate on the law, business and health professions and what we look for in people who come to work for BPP is a passion to be different.

We're already a global company of over 1,500 people, but our ambitious growth targets mean we're always on the lookout for new talent.

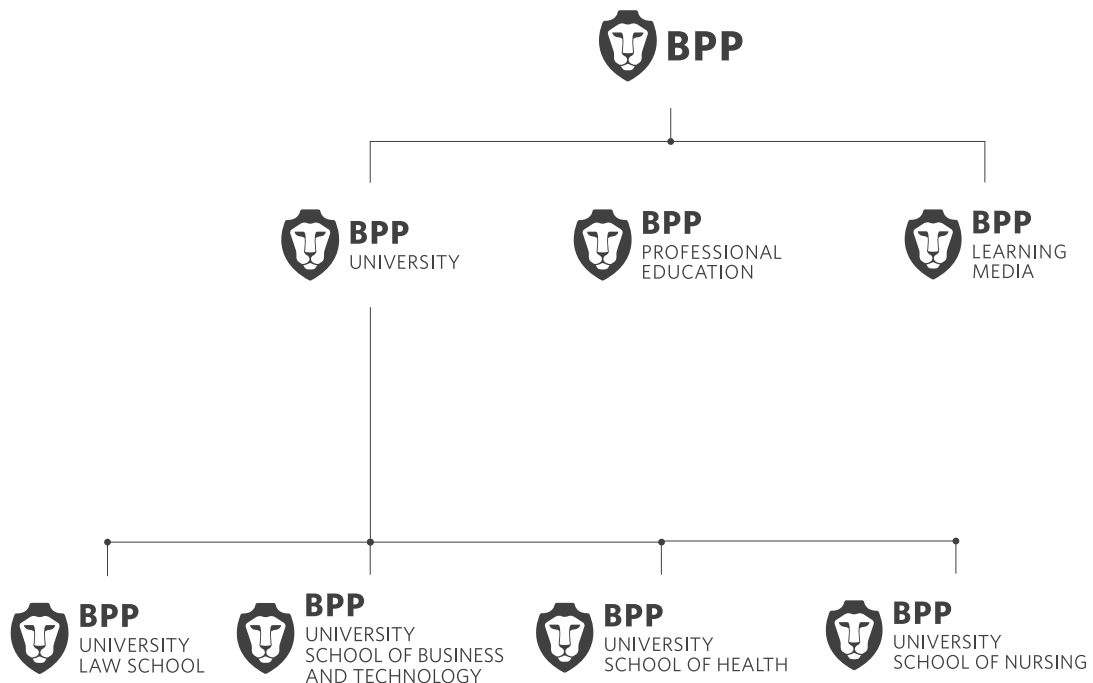
If you share our passionate and innovative approach to education, come and join the BPP team, we'd love to welcome you.



# About BPP Professional Education Group

The BPP Professional Education Group, founded by Alan Brierley, Richard Price and Charles Prior (the BPP of our name), is a global education provider delivering world-class professional qualifications. The Group delivers undergraduate and postgraduate degree programmes, apprenticeships and professional qualifications across the UK, internationally and through innovative online learning platforms.

When you work with BPP, you will be part of a business that really believes in supporting your personal and professional development. With so many different business areas, we offer a wide range of exciting opportunities within a culture of encouragement, respect and teamwork.



# BPP University

BPP University is part of the BPP Professional Education Group. However, BPP University is a distinct legal entity with its own degree-awarding powers approved by the UK Privy Council.

Voted the UK's Best Higher Education Provider by Education Investor Magazine in 2013, we are the UK's only university solely dedicated to business and the professions. Our links with leading businesses and organisations allow us to provide a highly regarded professional education. Our programmes are designed in partnership with employers and respected professionals in the fields of law, business, finance and health.

We look for lecturers who share our passion for education and making a real difference in students' lives.

## BPP University Schools

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BPP University Law School

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BPP University School of Business and Technology

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BPP University School of Nursing

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BPP University School of Health



BPP University School of Business and Technology programmes have been successfully delivered to leading companies such as Lloyds Banking Group and TUI.



15,000 students currently study with BPP University



BPP University Law School was ranked in the top five universities for quality of teaching in Legal Week's 2014 annual Law Student Report.

# BPP Professional Education

BPP Professional Education is one of Europe's leading specialist providers of professional education, delivering a range of industry-leading Professional Qualifications, Professional Apprenticeships, Professional Development programmes and Learning Media. We enjoy a trusted adviser status for many of our clients and institutes and offer professionals opportunities to progress through a variety of qualifications in accountancy, tax, insolvency and banking and finance.

Our courses are all supported by BPP Learning Media, which provides a wide range of learning materials for students, colleges and bookshops all over the world.

As one of the world's leading providers of top quality printed and digital learning resources, BPP Learning Media supports tuition providers, professional bodies and students in over 180 countries.

# BPP Learning Media

We also develop curriculum content for BPP qualifications including Accounting, Financial Services, Tourism, Marketing, Law and Insolvency as well as content for Professional Education Bodies from around the world.

## Support Functions

- ✓ IT
- ✓ Finance
- ✓ Human Resources and Learning & Development
- ✓ Commercial
- ✓ Marketing
- ✓ Legal and Compliance
- ✓ Operations





# Why work at BPP? – Employee benefits

## Training and development

Whether it's something you want to learn or something we recommend you learn, BPP invests heavily in your career development.

We provide a comprehensive in-house leadership and management training programme and a wide range of personal and professional development opportunities.

You will have free access to all of BPP's courses – so from gaining an ACCA accountancy qualification to a Graduate Diploma in Law, you can take your career in any direction you like.

## Salary

BPP makes sure it gets the basics right with good, competitive salaries. These are reviewed annually.

## Holidays

Everyone needs time to relax and rejuvenate. That's why we provide generous annual leave of 30 days for teaching staff and 25 days for support staff (rising to 30 days after five years and pro-rata for part-time employees).

As part of our annual benefits selection window, you can purchase up to 10 days' extra holiday each year.

## Private Medical Insurance

When you work at BPP, you can apply to be covered for the cost of private medical treatment as an outpatient or inpatient (up to defined limits).

Subject to meeting scheme requirements set by our provider, this begins as soon as you join and we'll cover the full cost of the premium. You can also choose to buy cover for your spouse, partner or children at corporate rates.

## Health Cash Plan

Our Health Cash Plan provides you with reimbursement, up to a set amount, towards everyday healthcare services such as eyesight tests, new glasses, health screening, etc. You can choose to purchase cover from four different levels.

## Dental Insurance

Our Dental Insurance reimburses you for all private dentistry treatment. At the end of your probationary period, cover can be purchased for you and your family at corporate rates.

## Life Assurance

In the unfortunate event that you pass away while working at BPP, your nominated beneficiaries will receive a lump sum of four times your annual base salary. At the end of your probationary period you can choose to top up this protection.

## Income Protection (PHI)

We know that suffering long-term illness is stressful enough. So if you are unable to work for 26 weeks within a 12-month period because of related illness or injury, you'll be eligible for up to 75% of your annual salary until you are able to return (less £5,312 p.a.)

## Employee Assistance

From time to time you may need confidential advice, on anything from legal to personal or financial issues. Our Employee Assistance gives you access to free phone support, 24 hours a day.

## Pension

You'll want to look forward to a well-deserved retirement.

If you are assessed as an "Eligible Job Holder", you will be automatically enrolled into our Group Personal Pension Plan. A pension contribution will be deducted from your monthly salary via salary sacrifice and you will receive an Employer pension contribution as well as receiving the full benefit of the Employer's National Insurance contributions of 13.8%. You will be able to increase your contribution, with BPP matching up to 5% either during the Annual Benefits Selection Window or once you have completed your probation period.

Employees who are not assessed as an "Eligible Job Holders" will still be able to join our Group Personal Pension Plan once they have completed their probation or during the Annual Benefits Selection Window.

## 'Cycle to work' scheme

With so many benefits to your health, we offer a cycle to work scheme in conjunction with CycleScheme. This gives you the loan of a bike and commuting equipment for a period of one year, tax-free.

At the end of the Hire Period, you will have the option to either purchase the bike, extend the Hire Period, or return the bike.

## Season Ticket Loan

To ease the expense of public transport, our interest-free loan is put into your bank account and we'll simply deduct monthly repayments.

## Credit Union

BPP employees have access to a credit union and can save or repay loans direct from their net pay. The credit union is a not-for-profit co-operative.

# Why work at BPP? – Employee benefits

## **BPP and the community**

BPP takes its corporate social responsibility very seriously. With many programmes designed to help our students succeed, we also support the wider community with a range of projects through our Pro Bono Legal Centre – winning Best Contribution by a Team of Students for Streetlaw Homeless in the 2011 Awards.

BPP is supportive of our employees doing voluntary and charity work.

## **BPP Rewards**

BPP Rewards is a company funded scheme that offers genuine discounts and allows you to make significant savings each year on everything from your petrol, groceries, holidays, clothing, and home insurance. BPP Rewards provides exclusive access to discounts and cashback at over 1,500+ retailers, including Marks & Spencer, Sainsbury's, Debenhams, and Lastminute.com to name a few.

## **Selecting your benefits**

Upon starting with BPP, you will be invited to select your benefits via our online platform on the 1st of the month following your start date. You will need to register on the platform when accessing it for the first time.

