|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title** | **Senior GRC Analyst** | | |
| **Reports to** | **Cyber Security Programme Delivery Manager** | | |
| **Department** | **Technology** | | |
| **Job Family** | **Business Services** | **Level** | **4** |

|  |
| --- |
| **About the School** |
| At London Business School, we strive to have a profound impact on the way the world does business, and the way business impacts the world. Our departments work hard to ensure that we are continually delivering a world-class service, academic excellence and that our course offering maintains our place as a leading business school.  With thought-leading faculty and dynamic learning solutions, we empower both businesses and individuals by offering a transformational learning experience that will broaden their professional knowledge and global mindset. As well as offering postgraduate courses for the business leaders of the future, we run open and customised executive courses for professionals and corporate clients that help leaders identify the future focus and strategic direction of their businesses.  With London in our hearts, we draw from its status as a financial, entrepreneurial, and cultural hub to attract a diverse range of students and faculty, creating an abundance of opportunities to network with industry experts and alumni worldwide. |

|  |
| --- |
| **About the Department** |
| The LBS Technology department is responsible for delivery and supporting all digital technology solutions required for the effective running of London Business School.  We provide specialist capability in Service Delivery, Software Development, Digital Solutions Delivery, Teaching and Learning Technology, Platform integration, Data Management, Cyber Security, Project Delivery, Business Change and Enterprise Architecture.  Information security is a priority focus for Technology. We are committed to driving improvements across the full scope of our security capabilities to reduce the risk of business-impacting incidents and to ensure our information and systems are secured. |

|  |
| --- |
| **Job Purpose** |
| The Senior GRC Analyst is responsible for the delivery and assurance of information security governance, risk, and compliance activities at London Business School.  The role is central to ensuring security risk is identified and understood, proportionate and effective security controls are in place, and the School’s legal, regulatory & compliance obligations are met. |

|  |
| --- |
| **Key Areas of accountability and Key Performance Indicators (KPIs)** |
| **Key areas of accountability:**  **Governance**   * Contribute to the design and continuous improvement of an information security management system (ISMS) on behalf of the School. * Maintain oversight of the ISMS framework to ensure there is identification, assurance, and ownership of all aspects. * Identify and communicate ISMS gaps or ineffective controls. * Contribute to the planning and running of information security governance processes, forums, and committees. * Define and produce reporting and management information to provide assurance of security controls and to inform risk-based decision making. * Partner with departments to understand their business processes and security risks to inform the ISMS. * Monitor the performance of security service providers and provide feedback on their performance.   **Risk Management**   * Own and operate the Information Security Risk Management Framework and processes. * Work collaboratively with stakeholders to ensure risks are identified, defined, assessed, and owned. * Coordinate and track risk treatment decisions and mitigation plans. * Support the escalation of risks to the School Risk Register.   **Compliance & Assurance**   * Be the primary point of contact for query response, advice and guidance on the School’s information security legal, regulatory and compliance position. * Plan and manage internal and external audits and activities to assure the effectiveness and compliance of the ISMS. * Manage and track audit findings and remediation activities. * Support reviews of School contractual arrangements in relation to information security objectives.   **Policies & Standards**   * Manage the School’s suite of information security policies & standards, ensuring they are approved and reviewed in line with agreed governance requirements. * Contribute to the definition, development and enhancement of information security policies and standards.   **Education & Awareness**   * Own and deliver continuous information security training to the School. * Track and report training compliance for information security and recommend initiatives to improve compliance. * Plan and deliver communications and awareness activities to enhance understanding and compliance.   **Third Party Security**   * Own and manage the Third-Party Security Risk Assessment process and assessments. * Contribute to the definition and maintenance of third-party security standards.   **Cyber Resilience**   * Work across Technology and business stakeholders to ensure response and recovery plans are developed and managed. * Support security incident management processes.   **Data Management:**   * Contribute to the design and development of data management controls and the business processes required to support technical enforcement. * Provide assurance of technical controls to support data security. * Work closely with Data Protection to align processes and provide information security support for data breaches. |

|  |
| --- |
| **Knowledge/Qualifications/Skills/Experience required** |
| * Bachelor’s degree in computer science, Information Security, or a related field (or equivalent work experience). * Proven experience working in information security governance, risk and compliance or related field. * Strong understanding of security standards and frameworks (e.g., NIST, ISO 27001). * Experience of supporting an information security compliance programme, including audit and assurance activities. * Experience of conducting third party security assessments and operating information security risk management processes. * Excellent problem-solving and analytical skills. * Effective communication and teamwork abilities. * Relevant industry recognised certifications or training. * Advantageous – Experience of working in a Higher Education institution. |

|  |
| --- |
| **Resources including team management** |
| * Providing guidance and support to the GRC Analyst. |

|  |  |
| --- | --- |
| **Staff** | None direct |
| **Budgets** | None direct |
| **Date Updated** | V1.0 |