

Job Title	Cyber Security Analyst Tier 1
Department	Cyber Security
Location	Nottingham, Sheffield
Reports to	Cyber Security Operations Centre Team Lead
Staff Responsibility	N/A
General Overview of position	<p>Working within the Cyber Security Operations Centre to monitor customer infrastructure for potential threats.</p> <p>Undertaking timely investigation of and response to security alerts to identify security incidents and take action to appropriately contain threats.</p> <p>Working hours will consist of a shift pattern working 12-hour shifts on a 4 days on and 4 days off rotation.</p> <p>20% shift allowance payable when on the shift rotations.</p>
Main duties & responsibilities	<p>To include:</p> <ul style="list-style-type: none"> • Monitoring of Security incidents via ITSM Platform • Conduct analysis using an array of security tooling • Investigation of Security alerts • Responding to security events and alerts • Ensuring the integrity of client IT infrastructures • Protecting information systems residing upon them from external and internal attack/ compromise • Conducting privilege account reviews, etc • Conducting security assessments through vulnerability and risk analysis • Analysing security breaches to identify the root cause

<p>Main duties & responsibilities (continued)</p>	<p>ISO Accreditations: Littlefish are ISO9001 and ISO27001 certified it is expected that all employees adhere to the Quality Management and Information Security systems, policies and procedures.</p> <p>Equality, Diversity and Inclusion: It is expected that you will actively promote and embed Equality, Diversity and Inclusion (EDI) in all your work and support and comply with.</p>
<p>Other duties</p>	<p>To include:</p> <ul style="list-style-type: none">• To enhance the SIEM platform to identify customer security incidents and provide remediation advice. <p>Any other responsibilities at the line managers discretion.</p>

Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Experience working in an IT outsource environment • Previous experience within a 1st or 2nd line IT service desk or similar technical role 	<p>Education/Qualifications</p> <ul style="list-style-type: none"> • Microsoft SC-200 Certification • CompTIA Security+ or equivalent
<p>Skills / Knowledge</p> <ul style="list-style-type: none"> • Basic understanding of security threats and compromise methods • Understanding of server, client and network technologies • Understanding of security incidents, including malware, network reconnaissance and emerging threats • Understanding of vulnerability assessment and remediation procedures 	<p>Experience</p> <ul style="list-style-type: none"> • Previous experience working in a security operations environment • Experience in responding to cyber security threats • Experience in the use of anti virus technologies • Experience in vulnerability assessments • Experience in the use of SIEM platforms
<p>Aptitudes and Attributes</p> <ul style="list-style-type: none"> • Strong analytical skills, clear logical thinking and good judgement • Excellent communication skills both written and verbal • Service delivery mentality and experience. • Client engagement skills, time management, expectation management. • Curiosity and tenacity. • Passion for Cyber Security. • Self-motivated proactive individual. • Ability to work under pressure with competing priorities 	<p>Skills / Knowledge</p> <ul style="list-style-type: none"> • Vulnerability Awareness/Understanding • Delivery of the appropriate balance between business need, technical perfection and security standards <p>Other job requirements</p> <ul style="list-style-type: none"> • Willing to undertake further training to fulfil the requirements of the role, with this training resulting in industry recognised certification for the individual and the potential to increase their salary through the completion of awards within our training academy

- Ability to work independently and prioritise own work to meet tight deadlines

Document Control

File Name	Cyber Security Analyst - Tier 1
Author	Darren Murphy
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Version Control

Version	Author	Change	Date
1.1	Darren Murphy	Change in working hours and amendment to job specialism	8 th January 2025

Job Levels

Career Framework	Front Line Teams
Definition	Brings fundamental knowledge in own area of specialism and works in a customer facing environment
Contribution to Success	Works autonomously to deliver their own output or service based on specific standard or guidelines within their set department
Communication	These roles ensure that our services are provided to our customers / internal stakeholders
Expertise	Will follow well established work routines with skills gained through job related training and considerable work experience within specific department. May start to develop skills within a professional qualification
Leadership	Will receive direct supervision from their departmental line manager, usually a Team Manager or Manager
Values Statement	Demonstrates excellent behaviours in line with our values. Is encouraging and optimistic with colleagues and consistently strives to be a great team contributor

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