

Job Description:

Cyber Security Analyst

General role information

Job Title:	Cyber Security Analyst
Reporting to:	Head of IT
Salary Band:	Band J
Notice period:	3 month
Budget Responsibility?	No
Contract type?	12-month FTC
Direct Reports?	No
Client facing role?	No
Key stakeholders – internal?	Yes
Key stakeholders – external?	Yes

About MSI Reproductive Choices

Only when choice is a reality for each of us, can we create a better, more equal world for everyone. Here at MSI Reproductive Choices UK (MSI UK) we are proud to be a social enterprise that is changing the world for the better, we reinvest and donate our profits towards creating a positive social change across 37 countries globally.

As one of the world's leading providers of sexual and reproductive healthcare our aim is simple: to empower clients to make the reproductive choices that are right for them. That is what we mean by client-centred care.

At MSI Reproductive Choices UK our client-centred care philosophy means respecting our clients as active partners in their own service, caring about who our clients are, their experiences, and how they feel before, during and after they access care with us.

MSI Reproductive Choices is committed to safeguarding: promoting the welfare and safety of everyone involved in the delivery or receipt of sexual and reproductive health services, especially children, young people and vulnerable adults. We are committed to ensuring diversity, and equality for all within our organisation and encourage applicants from diverse backgrounds to apply. We expect all staff and post holders to share our values and commitments.

We pride ourselves on having a Just and Learning culture and recognise that successes or mistakes are the product of many factors and our learning focuses on changing systems and processes to make it easier for people to do their jobs safely.

All MSI Reproductive Choices job descriptions are subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices UK recruitment process, please do so via email to

Resourcinguk@MSIChoices.org

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The department / team

The Data and Digital Technology team in the UK business is working to a three-year Digital Strategy.

Over the last few years, we have made good progress across a number of digital initiatives. In 2018, we launched a new website to act as our digital front door to our patients. During 2020-2024 we completed transformation discovery, creating our digital strategy, vision and clear objectives.

Our vision is to 'Deliver a seamless, digitally-enhanced user journey to ensure patients are informed, supported and empowered'.

Our objectives are:

1. Establish a robust digital infrastructure.
2. Allow innovation to be driven by our patients and staff
3. Empower patients to take ownership of their care
4. Provide more choice and convenience
5. Further enhance the quality of our service

The Data and Digital Technology team encompasses the following areas:

- Portfolio Delivery
- Digital Marketing and Communications
- Key relationship management with MSI's GIS (central) service delivery team
- Business Intelligence
- IT/ Technology function
- Product Management

The role

We are seeking an experienced and highly motivated **Cyber Security Analyst** to take full ownership and accountability for the organisation's cyber security posture. This role will serve as the lead authority on all cyber security matters, driving the strategy, design, implementation, and continuous improvement of the organisation's security infrastructure, policies, and practices.

The successful candidate will be responsible for protecting our digital assets, ensuring compliance with regulatory requirements, and minimising risks through proactive monitoring, incident response, and user education. This is a critical role that will serve as the go-to expert for cyber security across the organisation, ideally the successful candidate will be able to get hands on if required too.

Key responsibilities

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- **Lead Cyber Security Oversight:**

Provide end-to-end oversight and strategic direction for all cyber security operations, initiatives, and projects across MSI UK.

- **Governance, Risk & Compliance:**

Ensure compliance with industry standards and regulatory frameworks (e.g., CAF, CE+, ISO 27001, NIST, GDPR, HIPAA, etc.). Maintain and enhance security policies, procedures, and risk management frameworks.

- **Security Architecture & Strategy:**

Design and implement secure systems and networks, as well as define a roadmap for improving overall cyber resilience.

- **Incident Response & Investigation:**

Serve as the primary responder for security incidents for MSI UK and point of escalation. Lead investigations, root cause analysis, and remediation efforts. Compose security alert notifications and engage with partners and 3rd parties as necessary.

- **Security Monitoring & Threat Management:**

Ensure all systems are monitored for vulnerabilities, breaches, and abnormal behaviour. Manage and tune security tools and manage 3rd party/internal partners for best practise assurance. Vulnerability identification & mitigation / remediation.

- **Access & Identity Management:**

Oversee identity and access control systems, ensuring secure authentication and least privilege access across all environments.

- **Third-Party Risk Management:**

Evaluate and manage the security posture of vendors and third-party service providers.

- **Security Awareness & Training:**

Develop and deliver regular training to employees to promote a security-conscious culture and reduce human risk.

- **Collaboration & Reporting:**

Collaborate with IT, legal, compliance, and executive teams. Regularly report on security metrics, risks, incidents, investigations and improvements to senior leadership.

Key Skills and Experience

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- Extensive experience in cyber security, with demonstrable experience in leading or owning security functions.
- In-depth knowledge of network security, application security, cloud security (e.g., AWS, Azure), and endpoint protection.
- Hands-on experience with security tools such as SIEM, firewalls, antivirus, and vulnerability scanners.
- Familiarity with security frameworks (e.g., CAF, CE+, NIST, CIS Controls, ISO 27001).
- Experience and knowledge of healthcare data compliance and protection, ideally within NHS standards and/or UK environment.
- Strong incident response and problem-solving skills.
- A well organised and structured approach to work planning, time allocation to tasks, and a flexible approach to daily routines to deliver the desired results.
- Encryption best practices and good understanding on the balance of user experience and security.
- Working knowledge of data storage systems, data backup and restoration methods.
- Understanding of security tooling, its purpose and functionality (Anti-Malware, IPS, Web and Email Gateways, security analysis tools, web security tools, next generation firewall/UTMs)
- Self-motivated to advance own knowledge & gain formal qualifications
- Ability to analyse vulnerabilities, threats, designs, procedures and architectural design, producing reports and sharing intelligence.
- Knowledge of computer forensics; legal, government and jurisprudence as they relate to cybersecurity; operating systems; and methods for intelligence gathering and sharing
- Knowledge of Cloud computing, computer network defence, identity management, incident management and network security.
- Previously overseen email phishing campaigns.
- Experience within a SOC environment.
- Familiarity with ITIL and Prince II frameworks.
- Knowledge of regulatory environments relevant to the industry (e.g., healthcare, finance, education).

Formal Education/qualification

- Industry certifications such as CISSP, CISM, CEH, or CompTIA Security+. **(Desired)**

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- Bachelor's degree in Cyber Security, Information Technology, Computer Science, or a related field (or equivalent experience). **(Desired)**

Personal Attributes

We recruit talented, dynamic people with diverse backgrounds and experiences, all united by a belief in our mission and a focus on delivering measurable results. We're proud to be an equal opportunities employer and are committed to creating a fully inclusive workplace, where everyone feels able to participate and contribute meaningfully. You must be open-minded, curious, resilient, and solutions-oriented, and be committed to promoting equality, and safeguarding the welfare of team members and clients alike.

For this role, we're looking for an individual who is:

- Pro-choice, support and adhere to MSI vision and goals.
- Dynamic, creative individual with the ability to show initiative.
- Team player, providing support and encouragement.
- Organised and process oriented, with an attention to detail and able to prioritise workload.
- Customer focused, responsive to changing priorities and demands.
- Strong communication skills and a team player.
- Ability to analyse complex problems in a structured manner whilst working under pressure.
- Focused on delivery with a 'can do' approach.
- Demonstrates MSI team member behaviours and professional self-development.

Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

Signature

By signing below, you indicate that you have read and agree to this job description.

Full name:

Signature:

Date: