

Role: Assistant Security Administrator
Department: ICT
Salary: From £22,500 per annum
Responsible to: Security Operations Centre Manager

Job Purpose:

Providing ICT support for network security systems for Cantium Business Solutions / HoldCo and its customers. Responding to incidents and initiating planned changes, ensuring ICT security is maintained appropriately at all times. The roles will require you to carry out small scales security enhancements for the benefit of users and smooth operation of security systems.

Main duties and responsibilities:

- Investigates and reconciles violation reports and logs generated by automated policing mechanisms in accordance with established procedures and security standards.
- Investigates any other identified security breaches in accordance with established procedures and compiles reports and recommendations for management follow-up.
- Assists users in defining their needs for new access rights and privileges. Operates and administers logical access controls and directly associated security services relating to all platforms used in order to provide continuous and secure access to information services.
- Ensures that small scale system changes required to maintain security are implemented.
- Provides basic advice and handles enquiries relating to other security, contingency planning and related activities.
- Uses network management systems software and appropriate analysis equipment to collect routine network load statistics, model performance, and create reports as required.
- Using standard procedures and tools, carries out defined backup of data, together with any required restoring of such data.
- Adheres to a selection of standard procedures and tools, and carries out defined tasks associated with the planning, installation, and upgrade, operation, control and maintenance to security systems.

Worrall House, 30 Kings Hill Avenue, Kings Hill Business Park, West Malling, Kent ME19 4AE
t: 03000 411115 e: info@cantium.solutions

Cyber Security and Risk Management responsibilities

- As an employee of Cantium Business Solutions you are required to complete regular mandatory training in relation to Cyber Security and Risk Management and continually ensure your knowledge is kept up to date.
- All Cantium employees have a responsibility to protect the confidentiality, availability and integrity of personal data that is processed by Cantium, as well as a responsibility to report any data disclosed in error.

Description of Business

The Company is dynamic and agile and is built on a new service culture based on 4 key principles;

- Fast
- Connected
- Insight Driven
- Customer-Led

The business model and people strategy build on these principles and will reinforce the company’s reputation for delivering high quality back-office services to its customers.

Person Specification

Qualifications	<ul style="list-style-type: none"> • Educated to GCSE level or equivalent to include English and Maths.
Experience	<ul style="list-style-type: none"> • Some experience of working in a centralised ICT team supporting multiple sites. • Working with 3rd party providers. • Project delivery of enhancement and small scale projects with supervision. • Contributing to the production of procedural documentation and its use.
Skills & Abilities	<ul style="list-style-type: none"> • Good customer skills in order to communicate effectively by telephone, face to face, in writing and with third party contractors. • Able to work as part of a team. • Able to organise own work, working accurately and efficiently in a busy environment. • Ability to learn new software/hardware in depth quickly by taking responsibility for own development and improvement. • Good analytical and fault finding skills. • Assist senior colleagues with analysis, design and specification of small technical solutions - planning, implementing and documenting. • Oral and Written Expression - Proficient in communicating effectively by word of mouth and in writing.
Knowledge	<ul style="list-style-type: none"> • Basic knowledge of remote access solutions including Microsoft Universal Access Gateway, IP-SEC VPN’s. • Basic knowledge of the Firewall products.

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| | <ul style="list-style-type: none">• Basic knowledge of Network security design principals.• Basic knowledge of e-mail and internet filtering solutions i.e. Cisco Ironport.• Basic knowledge of enterprise wide Anti-Virus solutions.• Knowledge of communications services, systems and practices.• Knowledge of network scanning tools and remediation of vulnerabilities.• Technical Field - Knowledge of theory, current practice and latest developments in the relevant field of computer science, telecommunications, software engineering or information systems. |
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Cantium Business Solutions, registered in England & Wales at Sessions House, County Road, Maidstone, Kent ME14 1XQ. Company No. 11242115. VAT No. 294 5402 88.

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