



## Data & Information Security Analyst

*IT Team (12m FTC – Birmingham/Leeds)*

### **The Firm:**

Devonshires has been based in the City of London for more than 150 years. From our offices in London, Leeds, Birmingham and Colchester we provide legal services throughout England and Wales. Our clients range from some of the world's largest multi-national corporations to private individuals. We act for a significant number of charities, housing associations and Regulators. We would describe ourselves as "full service" with specialists in Commercial/Corporate, Civil Litigation, Housing, Employment, Real Estate & Projects & Property Development. Over the past few years, we have grown significantly and now have over 350 employees and a growing international reach.

### **Job Role:**

This is a new position in the firm and will necessitate for the individual to bring existing demonstrable, knowledge, skills and experience to the role.

The Data & Information Security Analyst will play a crucial role in safeguarding the digital assets and data held within the firm and will involve monitoring, analysing, and escalating security incidents. Additionally implementing and maintaining security measures to protect against cyber threats, and maintain the firms accreditations e.g., ISO:27001 and Cyber Essentials.

You will work closely with the internal Compliance and IT teams in carrying out your duties and liaise and collaborate with relevant internal stakeholders and 3<sup>rd</sup> party resources.

The role is offered in a fixed term contract basis for 12 months.

### **Key Duties and Responsibilities**

This is not an exhaustive list and from time to time, it may be necessary to vary these to meet the business needs.

- Monitoring the firm's network and systems for suspicious activities and security breaches.
- Investigating, escalating and responding to security incidents in a timely and efficient manner.

- Documenting incidents, providing analysis and any remediation/response actions taken.
- Conduct regular vulnerability assessments.
- Arrange independent penetration testing to identify potential security risks.
- Collaborate with the IT Team to ensure all remediation updates are implemented to mitigate all vulnerabilities.
- Develop and maintain IT security policies, procedures and standards in accordance with industry best practices and legal requirements.
- Ensure compliance with relevant data protection regulations e.g., UKGDPR) and any legal industry specific standards.
- Conduct security awareness training for employees to educate them on best practices for safeguarding sensitive information.
- Provide insight and direction to re-enforce the culture of security awareness within the firm.
- Stay updated with emerging security technologies and recommend improvements to the security infrastructure.
- Assist with the data gathering requirements in relation to Data Subject Access Requests.
- Ensure that robust procedures are in place to raise awareness around information security, including aspects around building security, clear desk policies and assisting with compliance regarding our firms three year strategy for information security.

## Qualifications and Skills

- At least three or more years' experience in the same or similar role\*\* accompanied with a bachelor's degree in computer science/Information Security or related field, *or*
- At least five or more year's industry experience in the same or similar role\*\*.
- Relevant profession certification(s) e.g., CISSP, CISM, CompTIA Security+.
- Strong knowledge of security frameworks, standards and best practices e.g., ISO 27001 (27001:2013 & 27001:2022), NIST, UKGDPR and DPA18, Cyber Essentials+).
- Proficiency in security tools and technologies e.g., XDR, EDR, SIEM.
- Good time management skills with the ability to prioritise workloads.
- A flexible approach to ensure all deadline are met.
- Must be able to work as part of a team and possess excellent communication skills.
- A lively and enthusiastic personality with a service orientated approach.

\*\* - Preferably within the legal sector.

If you would like further details or wish to apply for this position please email your CV and covering letter direct to [support.recruit@devonshires.co.uk](mailto:support.recruit@devonshires.co.uk) and complete the diversity monitoring questionnaire which can be accessed by [clicking here](#).

**All recruiters must submit their candidates' CV via our HR team or using the recruitment inbox listed above. Only HR can agree terms of business with third parties, provide the appropriate privacy notice to be shared with candidates and ensure that the firm maintains its commitments to LEXCEL, ISO27001 and Equality Diversity & Inclusion.**

*Devonshires Solicitors LLP is committed to providing equal opportunities in employment and to providing a workplace free from discrimination and harassment. As such all job applicants, employees, partners and third parties who come into contact with us, will receive equal treatment, regardless of age, disability, gender identity, marriage and civil partnership, trade union activities, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We welcome applications from groups where we are currently under-represented. For this reason, we ask that all candidates complete the [recruitment monitoring survey](#) in complete confidence for statistical purposes in order that we can effectively monitor how well our Diversity procedures are working. To review our policies on Diversity & Inclusion and Dignity at Work please visit our recruitment pages at [www.devonshires.com](http://www.devonshires.com).*