

# UNLOCKING POTENTIAL TRANSFORMING LIVES



## APPLICANT PACK

Thank you for your interest in the above role. Below, you will find the job description and person specification, outlining how the different criteria will be assessed throughout the recruitment process. You will also find information on the recruitment and selection process and key dates.

### Job Description

Job Purpose
<p>Trainee Cyber Security Analysts are required at the Scottish Prison Service to complement our Cyber security team. Cyber Security has always been a key component to SPS’s Digital Services department and the organisation as a whole, however changes, audience and coverage in the services we provide mean that we now have a greater footprint to secure and require to enhance our capabilities.</p> <p>Additionally, SPS’s general direction of travel is moving previously internally hosted services to the cloud – as well as new services starting from being cloud hosted – and this also brings a new dimension to how we secure our systems and services. The Cyber Security trainers will work primarily within the Network and Security team, but will also have spells in the Systems and Field support sections.</p> <p>Working with Vulnerability scanning tools and monitoring tools will be part of the job and it would be an advantage if applicants had some prior experience in these areas.</p> <p>We offer a Hybrid working model, with a combination of working from home, and from our office in the west of Edinburgh.</p> <p><b>What will I learn?</b></p> <p>You will study on a Graduate Apprenticeship degree programme towards a BEng (Hons) Cyber Security at Edinburgh Napier University. This course provides relevant fundamental knowledge related to Cyber Security such as encryption and authentication, and also provides relevant practical examples through lab-based practice, while emphasising engineering practice.</p> <p>You will initially be taught the principles of security and digital forensics using specialist software and equipment. You will then develop the ability to apply professional standards to the analysis, design, testing and evaluation of reliable and maintainable software.</p> <p>From 2021, Graduate Apprentices will now need to apply to SAAS for funding. <a href="#">Find out more.</a></p>

<b>Key Responsibilities</b>	
1	Assist SPS Digital Services team to design, implement and integrate monitoring and analysis systems into SPS Digital Services portfolio
2	Undertake log analysis, leveraging automation where possible
3	Investigate security breaches and other cybersecurity incidents.
4	Assist with operation and management of information security systems
5	Provide Cyber Security assistance in-house

## Person Specification & Assessment Information

Our selection approach is based upon the principle of merit which means that we will look to appointment the person who best meets the requirements of the role as outlined in the person specification. In determining the most meritorious candidate, applicants will be assessed against the published criteria during the selection process, as detailed below. The most meritorious candidate will be the one who best meets the essential criteria for the role. Performance against any published desirable criteria will only be considered where two or more candidates have performed equally against the essential criteria and there is a need to use the desirable criteria to identify the preferred candidate.

Criteria	Essential/Desirable?	When assessed?
<b>Qualifications</b>		
<p>To meet the academic entry requirements for this Graduate Apprenticeship you will need to have <b>one</b> of the following:</p> <ul style="list-style-type: none"> <li>- Four SQA Highers at Grade BBBB (or equivalent) including Computing or Maths</li> <li>- A Foundation Apprenticeship in Software Development plus Higher BB</li> <li>- A Modern Apprenticeship in a related discipline at SCQF 6-8</li> </ul>	Essential	Application
<b>Experience</b>		
Experience in Cyber Security related work	Desirable	Interview
<b>Knowledge &amp; Skills</b>		

Ability to problem solve.	Essential	Application Interview
Good written and oral communication skills including the ability to listen.	Essential	Application Interview
Ability to test, troubleshoot and work independently.	Essential	Application Interview
Ability to build & maintain relationships.	Essential	Interview

Selection Process Key Dates

Vacancy Closes for Applications	<input type="text"/>	Time	Noon
Interview Date*	18 <sup>th</sup> and 18 <sup>th</sup> August 2022.		

\*please note interview dates are subject to change.

If you have any queries regarding the vacancy or have a disability which you feel may affect your performance at any stage in the recruitment and selection process, please contact **Samantha Boyd** by email at: [Samantha.Boyd@sps.pnn.gov.uk](mailto:Samantha.Boyd@sps.pnn.gov.uk) or by telephone on: **0131 330 3838** to allow reasonable adjustments to be made to assist you.

