

Security Governance & Compliance Analyst Job description

Together we are help and hope for everyone living with dementia



Who we are

Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

Together with our supporters, we're working towards a world where dementia no longer devastates lives.

Our values

Our values tell everyone who we are as an organisation.

Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us of what we all stand for.

Our values are evident in everything we do, how we do it and how we work together.

These are not just words on a wall, we live these every day in all our work. We are determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



Determined to make a difference

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



Trusted expert

We're listening, we're learning and we use experience and evidence.



Better together

We're open, we combine our strengths and we achieve more together.



Compassionate

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

Security Governance & Compliance Analyst

Position in the organisation

Reports to the Security Compliance Manager

Member of our Cyber Security team.
Part of our Technology directorate.

Purpose of this role

The Security Governance & Compliance Analyst supports the organisation's cyber security governance, risk management, and compliance activities. The role ensures that appropriate security policies, standards and controls are implemented and maintained across the organisation. The role supports the Security Compliance Manager in delivering the Society's cyber security governance, risk and compliance framework.

The post holder will assist in identifying, assessing and managing cyber security risks, support compliance with recognised security standards and regulatory requirements, and contribute to maintaining the confidentiality, integrity and availability of the Society's information systems.

The role will work closely with the Security Compliance Manager, Security Operations team and wider technology teams to ensure cyber security governance processes are embedded within projects, operational services and third-party relationships.

The purpose of these activities is to:

- maintain the security, confidentiality, integrity, availability and accountability of the Society's information systems.
- ensure information systems comply with legislation, regulation and relevant standards including ISO27001, Cyber Essentials Plus and PCI-DSS
- support the effective management and reduction of cyber security risk across the organisation.

We are looking for someone who exemplifies our values, someone who is: **Determined to make a difference** when and where it matters most. **A trusted expert** who believes in working **Better together** and demonstrates true **Compassion**.

Key accountabilities and responsibilities

- Supporting the development and maintenance of the Society's cyber security governance framework, including policies, standards, and procedures.
- Maintaining and updating the cyber security risk register, ensuring that identified risks are documented, assessed, and tracked through to resolution.
- Supporting the identification and assessment of cyber security risks associated with new systems, projects, and technology changes.
- Providing guidance to technology and business teams on the application of cyber security policies, standards, and control frameworks.
- Supporting the Society's compliance with recognised cyber security standards and regulatory requirements including ISO27001, Cyber Essentials Plus, PCI-DSS and relevant data protection legislation.

- Assisting in the coordination of internal and external cyber security audits, certification activities, and assurance reviews.
- Collecting and maintaining evidence required for security compliance assessments and certification activities.
- Monitoring adherence to cyber security policies and standards and identifying areas requiring improvement or remediation.
- Supporting supplier and third-party security assurance activities, including security due diligence and risk assessments.
- Supporting the preparation of cyber security risk reports and updates for governance forums and senior stakeholders.
- Producing governance reports, dashboards and briefing materials relating to cyber security risk, compliance, and assurance activities.
- Working collaboratively with Security Operations and Cyber Assurance teams to ensure governance, compliance and assurance activities are aligned.
- Communicating cyber security risks and governance issues to stakeholders across the organisation.
- Contributing to awareness of cyber security governance and risk management practices across the Society.
- Keeping up to date with developments in cyber security standards, legislation, and best practice.

We are looking for someone who can...

- Adhere to all the Society’s service standards, policies, and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society’s health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society’s management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

Person specification and selection criteria

Skills & knowledge	Application (A) or Interview (I)
Experience working in an IT or cyber security environment with exposure to governance, risk, or compliance activities.	A/I
Demonstrable experience of working with information security standards such as the ISO27000 series.	A/I
Understanding of cyber security risk management and risk assessment methodologies.	A/I

Experience supporting internal or external audit or certification processes.	A/I
Knowledge of common infrastructure technologies and cyber security concepts.	A/I
Ability to work closely with key stakeholders, analysts and technical staff across multiple teams and business areas.	A/I
Experience of producing governance reports, dashboards or briefing materials.	A/I
Experience working with suppliers or supporting third-party security assurance activities.	A/I
Strong analytical and problem-solving skills.	A/I
Ability to communicate complex technical concepts clearly to a wide audience.	A/I
Relevant information security, cyber security or IT qualification or equivalent professional experience.	A
Professional cyber security governance, risk, or compliance training.	A
Industry certifications such as ISO27001 Foundation, Security+, or equivalent (desirable).	A

Competencies & personal attributes	Application (A) or interview (I)
Be a team player, supporting colleagues when there are deadlines, and who knows when to ask for help themselves.	A/I
Be a self-starter and incredibly motivated.	A/I
Excellent organisational and timekeeping skills.	A/I
Excellent attention to detail.	A/I
Non-judgemental communication	A/I
Commitment to and understanding of equal opportunities	A/I
Understanding of the inclusion agenda and its relevance within a diverse society	A/I

Our benefits

by-how-to-talk-



