

**Cyber Security Advisor**  
**Information and Cyber Security Team, iSolutions**  
**Grade 4**  
**£36,130 to £44,128**

Reference:

Closing Date:

Location: 1 Guildhall Square, Southampton, SO14 7FP

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# Diversity and Inclusion

People are our University. With greater diversity and inclusivity to reflect society, we will enable our education, research and enterprise to transform the communities we serve. We believe equality, diversity and inclusion are fundamental to making the University of Southampton a welcoming, vibrant and successful organisation.

Having a diverse workforce, inclusive of people of all ages and beliefs, from different cultural, educational and social backgrounds opens up a wealth of possibilities, makes us more creative and accelerates our impact on society.

We welcome applicants that value the diversity of our community and are willing to play their part in supporting the mission of inclusivity.

If you have a genuine interest in cyber security, are interested in helping our University become a more secure place to work, and believe you have what it takes to do this role, we want to hear from you, no matter what your previous career background.

You can learn more about the University's commitment to Equality, Diversity, and Inclusion [here](#).



## Welcome Message



"This is an exciting role where you can play a critical part in keeping our services, data, and world-changing research safe from cyber-attack".

Thank you for your interest in the role of Cyber Security Advisor for the University of Southampton. This is an exciting role where you will have the opportunity be a member of a talented team, develop cutting-edge capabilities, and contribute to the overall security posture of our University. Your role will be critical in ensuring the protection and integrity of our organisation's digital assets, infrastructure, and sensitive data.

In 2022 the University launched its strategy to [inspire the remarkable](#), and I hope you'd like to be part of that journey with us.

We have a strong focus on building an inclusive environment where every member of my team feels valued and able to share their experiences and skills, and I welcome applications from candidates who share this ethos.

Apply now and be part of our commitment to maintaining a secure and resilient cyber environment for our University community.

**Guido de Jager**  
**Cyber Security Manager**

If you would like to contact me about this role, you can reach me at [g.dejager@soton.ac.uk](mailto:g.dejager@soton.ac.uk), including "Cyber Security Advisor" in the subject line.

# iSolutions

The Cyber Security team sits within iSolutions, the IT department of the University of Southampton. We report directly to our Chief Digital and Information Officer (CDIO), Richard Strange.

We directly support the University Vision to:

“Inspire excellence to achieve the remarkable and build an inclusive world”.

iSolutions is a team of 270 staff supporting around 6000 staff and more than 20,000 undergraduate and postgraduate students. This makes us one of the largest universities in the southeast.

Our main campus is a vibrant and modern space located in the Highfield area of Southampton. We also have satellite campuses in Winchester and Iskandar Puteri, Malaysia, with exciting new developments underway in Delhi, India, and South Korea.

iSolutions itself is split between the main Highfield campus and our office in the heart of Southampton at 1 Guildhall Square next to the iconic Southampton Guildhall.



# The Role

You will take a leading role in securing the Secure Data Research Environment, providing specialist expertise in information and cyber security to protect sensitive research data and ensure compliance with security standards. Reporting to the Cyber Security Manager, you will work closely with colleagues across the University to monitor and analyse security systems, respond to incidents, address vulnerabilities, and implement security measures.

You will also be responsible for supporting the University's preparation for and maintenance of cyber security accreditations, including Cyber Essentials Plus and ISO/IEC 27001. This will involve ensuring compliance with security policies, advising on best practices, and contributing to the development of a secure facility for processing sensitive research data. Additionally, you will help build security capabilities across teams, strengthening the University's overall cyber security posture.

The successful candidate will be responsible for:

### Technical and Operational

- Work with colleagues from the University to Lead efforts for the Secure Data Research Environments Cyber Security accreditations (e.g., Cyber Essentials/Plus, ISO/IEC 27001), coordinating audits, managing documentation, and implementing remedial actions. Prepare leadership reports.
- Assist in incident response activities, working alongside senior analysts or incident response teams to investigate security incidents, gather evidence, analyse attack patterns, and document findings. Collaborate with relevant stakeholders in iSolutions and the wider University as required. Create and implement baseline cyber security controls for the Secure Data Research Environment.
- Oversee remediation of risks from security scans and tests, ensuring alignment with risk appetite before production. Conduct risk assessments for on-premise and cloud-hosted solutions, identifying control gaps and residual risks using frameworks (e.g., CIS Top 18, NIST Cyber Security Framework, ISO 27001).
- Lead on efforts relating to the Secure Data Research Environments Cyber Security accreditations, including Cyber Essentials/Plus and ISO/IEC 27001. Coordinate internal and external audit efforts with other relevant areas of the business and manage associated documentation and implementation of any identified remedial actions. Prepare reports as required for review by leadership.
- Develop security assurance documentation aligned with risk management frameworks.
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### Programme Delivery

- To design and implement operational cyber security improvement projects and programmes, throughout their entire lifecycle, in support of the University's core mission. To work directly with the University community to capture requirements, produce proof of concepts and agree implementation details. To engineer solutions using agreed tools to meet identified requirements.
- Provide security expertise for major system procurements and Agile programs within the Secure Data Research Environments.
- Oversee development of customer-focused processes and procedures based on industry standards (e.g., ISO 27001:2022, Cyber Essentials).
- Perform Cyber Security Maturity Assessments using standards such as CIS Top 18 and NIST Cyber Security Framework.

### Expert Advice

- Provide expert guidance on policies, standards, industry regulations, and best practices. Offer consultation on Secure by Design principles and information assurance. Develop IA strategies, policies, and awareness programs. Scope and explain security testing activities and recommend remediation steps.
- Identify, analyse, and evaluate information risks across various projects and systems. Communicate the causes, likelihood, and impacts of information risks to stakeholders.



# Secure Data Research Environment

At its core, Secure Data Research at the University of Southampton (SecDR) is about enabling world-class research using sensitive data in a safe, trusted, and well-governed environment. We're building the infrastructure, processes, and governance needed to handle data that can't be worked on anywhere else offering researchers the tools and assurance they need to work with confidence.

SecDR is a university-wide initiative, supporting work across all Faculties and playing a central role in new projects like the Institute for Medical Innovation and the Precision Biosciences Innovation Hub. It also connects to major regional data platform initiatives, helping us collaborate rather than compete, while protecting the University from compliance risks.

By developing SecDR, we're making the University of Southampton a go-to destination for secure research reversing the trend of data-driven projects moving elsewhere and opening new opportunities for high-impact collaboration with strategic partners.



# Salary and Benefits

## Salary

**Circa £36,130 to £44,128**

This is a Grade 4 post.

## Contract type

This is an 18-month fixed term contract, available for full time, part time or flexible working.

Full time hours would normally be 35 hrs over Monday to Friday. Salary would be pro-rata for anything less than 35 hrs/week.

Alternative working patterns can be discussed with the hiring manager at interview.

## Is there any requirement for 24/7 working?

There is no current requirement for 24/7 working, however this is under constant review, and an on-call contract may be negotiated at a later date.

## Are there any line-management responsibilities?

No

## Where will the role be based?

If successful for this role you will be formally based at 1 Guildhall Square, Southampton, SO14 7FP.

iSolutions is currently working under a hybrid arrangement. The Cyber Security team works 1 day in the office per week (currently Mondays), with the remaining 4 days remotely.

## Benefits

Whatever your role, we take your career and development seriously, and want to enable you to build a successful career within the University. We believe that is crucial that our employees have the right skills to develop their careers and meet the challenges ahead, and you'll benefit from regular performance and development reviews to ensure this development is ongoing. As a University employee, you'll be entitled to a large range of benefits.

### This includes:

- A generous holiday allowance of 30 days leave after a qualifying period, plus 6 University closure days plus standard bank holidays, totalling around 14 additional days' leave over and above your holiday allowance.
- Leave for emergency domestic situations e.g. accident or sudden illness of children or other dependants
- Generous contractual maternity pay for those employees with at least 52 weeks service by the 15th week before the expected week of childbirth, which consists of full contractual pay for 26 weeks followed by 13 weeks statutory maternity pay.
- A maximum of 2 weeks' paternity leave with full pay to enable an employee to be present at the birth of their child and/or meet family responsibilities after the birth.
- Adoption leave is available to recognise the needs of staff who adopt children.

- Membership of the [Universities Superannuation Scheme](#) pension.
- Flexible working allows staff to change their patterns or total hours of working through discussions with their manager (taking into consideration the needs of the business).
- Sport and Wellbeing membership offers staff and their families the chance to use the University's sporting facilities at a special rate.
- All staff have access to a private health care scheme. This provides an optional discounted health care scheme for employees with reduced rates for individual or family membership.
- Staff can also cover the cost of routine dental treatments such as examinations, extractions and fillings with a dental plan, provided by Unum Dental.
- Staff have access to a wide range of local and national retail, leisure and service discounts. These include restaurants, travel, local shops, entertainment, health and fitness facilities, hair and beauty services and many more.

For full details of all available benefits, please visit our dedicated [benefits page](#).



# The Application Process



To apply for this role, you will need to complete the online application process, outlined below.  
The application deadline is midnight on the closing date stated on the front page.

### Application

You will be asked to provide:

1. A **CV** setting out your career history with key responsibilities and achievements.
2. Answer the **questions** on the job application form which will give you the opportunity to explain how your unique set of skills, experiences, and qualities provide evidence of your suitability for this role. You may wish to use the [STAR technique](#) when answering some of the questions.

### Shortlisting

Once we receive your application, a panel – including the hiring manager – will assess your application and shortlist by considering all the evidence you provided in your CV and supporting statement.

### Interview

If you are shortlisted, you will be invited to interview – either in-person at or remotely via Microsoft Teams. You may be asked to deliver a short presentation relating to cyber security during your interview. Interviews are usually 60-90 minutes in length, and you will be given plenty of opportunity to ask questions - we believe you are interviewing us as much as we are interviewing you.

*Please note that we will not be able to reimburse expenses relating to the recruitment process or interview.*

### Offer

Regardless of the outcome, we will notify all candidates as soon as possible.

If you need assistance, call our recruitment team on +44 (0) 23 8059 2750, or email [recruitment@soton.ac.uk](mailto:recruitment@soton.ac.uk) quoting the reference number on the front page.

# FAQs

## **What reasonable adjustments can be made if I have a disability?**

We are committed to making reasonable adjustments in order to support disabled job applicants and ensure that you are not disadvantaged, including during the recruitment and assessment process.

Reasonable adjustments during recruitment could include; allowing extra time during selection tests; ensuring that information is provided in an accessible format or; by providing training.

If you feel that you may need a reasonable adjustment to be made, or you would like to discuss your requirements in more detail, please contact: [recruitment@soton.ac.uk](mailto:recruitment@soton.ac.uk) in the first instance.

## **Is this role suitable for part-time working?**

This role is available for full-time, part-time or flexible working arrangements (including job share partnerships and condensed working hours) but you should discuss your needs with the hiring manager if you are invited to interview.

## **Is this role available for 100% remote working?**

The University does not currently offer 100% remote working contracts so you will be expected to attend your formal place of work in line with current hybrid working

guidelines.

## **Are there any travel requirements?**

You may on occasion be based to travel to the main University campuses in the south Hampshire area; Highfield, Avenue, and our waterfront sites in Southampton, and the Winchester School of Art, but there is no regular need for you to travel further.

## **What IT equipment does the University provide?**

All staff members are entitled to a Windows laptop and associated peripherals (keyboard, mouse, headset) as standard. If you would prefer, we can provide an Apple MacBook as an alternative.

If you require specialist accessibility equipment (trackpads, specialised keyboards, etc) please discuss this with the hiring manager.

For home working, please note that the University does not provide desks, chairs, or other office equipment.

## **What training and development is available?**

The University has plenty of opportunities for you to advance your career through various learning activities, including formal training and certifications if that interests you. Talk to your hiring manager for more information.



University of  
**Southampton**

## Contact us

For more information about this role please contact [recruitment@soton.ac.uk](mailto:recruitment@soton.ac.uk)

Quote the role reference on all correspondence.

Connect with us

<https://www.southampton.ac.uk/>

