Associate IT Security Analyst

Corporate IT, including IT Security

UK - remote with occasional travel

About the role

We are seeking a motivated and detail-oriented **Associate IT Security Analyst** to join our team. This is an entry level position where the analyst works as part of a team to support our information security management system. The role will help to support a robust programme of information security assurance activity, ensuring that issues and opportunities for improvement are identified, reported, addressed and escalated as appropriate. In this role, you will be responsible for performing regular scheduled IT security tasks, audits, reviews, and checking a variety of security controls in accordance with our established policies and procedures.

The Associate IT Security Analyst will play a critical role in safeguarding our organization's information assets and ensuring compliance with applicable regulations. Reporting to the Group Security Operations Manager, the purpose of the Associate IT Security Analyst is to assist with maintaining and enhancing our IT infrastructure and carrying out information security related tasks. The role provides a great opportunity to build on existing experience and take a career in IT Operations, Security and Support to the next level in the Idox, working in a forward-thinking environment with a team around them that's passionate about technology and innovation.

Occasional travel to meet with teams across the business for reviews and for team collaboration will be required. Idox will provide resources, mentoring and a competitive benefits package (including flexible working), designed to reward success as you achieve your own professional goals and support you throughout your career development.

Key Responsibilities:

- Perform regular IT and security tasks, such as vulnerability/patch assessments, log monitoring, user and group security management and security incident response
- Conduct periodic manual and automated audits and reviews of IT and security controls to identify vulnerabilities, weaknesses, and non-compliance with established policies
- Assist in the development, implementation, and maintenance of IT security policies, procedures, and standards
- Monitor security alerts and respond promptly to potential security incidents, ensuring proper documentation and escalation
- Maintain an up-to-date knowledge of the latest IT security trends, technologies, and best practices
- Assist with the preparation of reports and presentations on IT security metrics, findings, and recommendations for management
- Participate in security responses to vendor assessment requests
- Adherence to Idox Information Security policies and protocols.

To be successful, you'll need to bring:

- HNC/D or above in Computer Science, Information Security, or a related field. Relevant Information Technology/Security certifications (e.g., CompTIA(any level), Cloud/Server Administration, Microsoft Fundamentals.)

- Prior experience (1-2 years) in Information Technology/Security, or a related field is preferred. Fresh graduates with a strong educational background and relevant internships or projects will also be considered.

- Some knowledge of common IT security frameworks and standards such as ISO 27001, PCI DSS, UK GDPR, NIST Cybersecurity Framework, or CIS Controls.

- Some familiarity with security assessment tools and technologies, such as vulnerability scanners, SIEM systems, and intrusion detection/prevention systems.

- Exposure to cloud technologies and systems (AWS, Azure, Office 365, etc.)

- Understanding of network protocols, operating systems, and common security vulnerabilities.

- Good analytical and problem-solving skills, with the ability to identify, assess, and mitigate security risks effectively.

- Good written and verbal communication skills, with the ability to clearly articulate complex technical concepts to both technical and non-technical stakeholders.

- Strong attention to detail and the ability to work independently and collaboratively in a team environment.

Why should you apply?

- This is a fantastic opportunity to work in a growing Idox environment with excellent career progression available

- With a global client base the role offers an opportunity to experience a wide variety of digital transformation projects – each with their own unique requirements and opportunities

- We take career progression seriously, with investment into new and existing employee learning and development

- You will have the flexibility to work from home, in the office or remotely.

About Idox

Our specialist software solutions power the performance of government and industry, driving productivity and a better experience for everyone. Built around the user and designed in collaboration with experts who have worked through every detail of every process from end-to-end, our hard-working process engines deliver exceptional functionality and embed workflows that drive efficiency and best practice with a long-term focus for regulated environments.

Through the automation of tasks, the simplification of complex operations, finding scalability as operations evolve, and more effective management of information, we help our customers harness the power of Digital, so they can do more.

We employ around 660 staff in the UK and worldwide, including Europe, North America and Asia, so some travel to meet colleagues may be required.

Our Values

Dynamism	Responsibility	Integrity	Valued	Excellence
We shape our future	We are accountable for our actions	We do the right thing	We value each other	We set the benchmark for quality

DRIVE
The core values taking us forward

Our Culture

We are ambitious in working together to promote a more inclusive environment, which attracts all candidates and signals our commitment to celebrate and promote diversity. Idox is a company where we can all be ourselves and succeed on merit, where we respect all our employees, customers and communities in which we live, work and are a part of.

We recruit and reward employees based on capability and performance – regardless of race, gender, sexual orientation, gender identity or expression, lifestyle, age, educational background, national origin, religion or physical ability. Each office location worldwide, is free to respond to local needs to create a culturally sensitive workplace for everyone. In doing so, we want every employee to feel our commitment to showing respect for all and encouraging open collaboration and communication.

Our Benefits

Flex to Fit

We recognise that for individuals, the opportunity to work flexibly can enable them to achieve a better work-life balance along with a greater sense of responsibility, ownership and control of their working life. During the pandemic, all our employees successfully transitioned to remote working and we are open to conversations on work patterns to suit our employees needs such as change to working times; part time working; term time working; 9-day fortnight. We are proud to be a flexible employer enabling effective hybrid working for our employees.

Family Friendly

We understand how important family is to our employee and provide support through difficult times such as bereavement as well as offering excellent pay and leave benefits for parents and carers welcoming a child.

Health & Wellbeing

Our Workplace Wellbeing team provide support and resources on mental health and lifestyle. We also provide 24/7 confidential help via our employee assistance programme.

Be Heard

You will have the chance to impact change within Idox by having your voice heard via our CEO live broadcasts; making suggestions to Idox Voice forum or sharing your ideas in our company newsletter, Inside Idox.

Community

You will have the opportunity to participate in community and social activities, as well as group wide fundraising ventures. We prioritise sustainability and ethical impact on our communities and we pledge to allow our employees to carry out volunteer work.

Your Development

Our mentor scheme will help you to achieve personal and professional growth through learning from experienced colleagues and you will also have access to online and face to face learning modules including our Leadership Development Programme.

Financial Security

We offer full company sick pay plus income protection for long term illness and our life assurance cover is provided up to four times annual salary. Our Pension Scheme operates on a Salary Exchange Contribution Basis so you will receive relief from NI contributions.

You are also invited to join our Idox Xtra Share Scheme where every share bought will receive an extra one free from the company.

How to apply

Please submit a CV, and a short cover letter *(maximum 500 words - including salary expectation, and current remuneration)* **explaining why you feel you would be suited to this role to**
join.us@idoxgroup.com

Please note successful applicants will need to satisfy the BPSS guidelines (Baseline Personnel Security Standards) which consist of the receipt of satisfactory references covering the last 3 years of employment; an identity check; verification of eligibility to work in the UK; and a Basic Disclosure Check. This is in order to help us make safer recruitment decisions.

Privacy notice

As part of the recruitment process, we will collect data about you in a variety of ways including the information you would normally include in a CV or a job application cover letter, or notes made by our recruiting officers during a recruitment interview.

Please read our Recruitment Data Privacy Policy here: **https://www.idoxgroup.com/policies**