

CANDIDATE PACK

Head of Cyber Security

Information Systems and Support (ISS)

UNIVERSITY OF
WESTMINSTER 



OUR UNIVERSITY

Under the inspirational leadership of Professor Peter Bonfield OBE, the University of Westminster is a place where discoveries are made, barriers are broken, diversity is celebrated and where everyone is welcome. Serving more than 21,000 undergraduate, postgraduate, apprentice and executive students, our mission is to transform the lives of young people from all backgrounds. We seek to make the world a more inclusive, sustainable, better and healthier place through our educational, research and knowledge exchange endeavours.

Since our founding in 1838 we have stood out as innovators, committed to tackling social inequalities. In 2021, our University ranked 2nd in England out of more than 100 higher education institutions for social mobility. The ranking - produced by the Institute for Fiscal Studies and the Sutton Trust - compares the number of students from low-income backgrounds at universities, and the extent to which their studies helped them to move up the income ladder. Westminster has the second highest performance among universities in England.

As we focus forward to 2029, we will continue to do so in a way that is true to our progressive, compassionate and responsible values. Our education offer will be more personalised and authentic, giving students from all backgrounds an opportunity of transformative learning, helping them succeed in their studies and professional lives. Our curriculum will be employability-linked, leading to stronger outcomes and helping prepare our graduates for the world of work and for life. Our research and knowledge exchange will enable us to maximise our positive impact on societies in the UK and around the world in an environment where everyone is inspired to succeed. Our priorities of wellbeing, inclusion and sustainable development will help us as we navigate through the challenges and opportunities towards 2029.



OUR PRIORITIES

The University's 2022-2029 strategy, *Being Westminster*, sets us apart and builds on our unique history and achievements. In our University, we value social justice, moral conscience, inclusivity and equality, acting positively together to make change for good.

The University of Westminster has three priorities.

WELLBEING

Working and studying together at Westminster as a community of students and colleagues is a big part of our lives – doing so in an environment that places our wellbeing front and centre helps us to be safe and feel safe. We care for the safety, health and wellbeing of those around us as well as ourselves.

INCLUSION

All Westminster, colleagues and students are in a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and is a place where harassment and discrimination are not tolerated. As a responsible institution, we strive to ensure and to champion equality. As a progressive institution, we take pride in our diversity. As a compassionate institution, we commit to an inclusive culture that allows students and colleagues to reach their full potential.

SUSTAINABLE DEVELOPMENT

We take inspiration from the 17 United Nations' Sustainable Development Goals (SDGs) in how we drive our actions and activities and governance across our University. As a community, we bring together our collective energies to play our part in addressing the climate crisis and inequalities to enable a more sustainable and socially just world. We are one of the top 20 universities in the world in SDG 5 for providing equal access and supporting the academic progression of women. We are one of the top 25 universities in the world in SDG 10 tackling economic, health based and international inequalities. We are in the top 50 universities in SDG 12 for promoting resource and energy efficiency, having a sustainable infrastructure, and providing access to basic services for all.



OUR OBJECTIVES 2022-2029

Against a backdrop of a changing and challenging higher education environment, the University has recently completed a major review of its objectives and strategy, and has published its commitments for the period 2022-29.

EDUCATION

We will offer personalised and authentic education, underpinned by an inclusive curriculum, to enable all our students, from all backgrounds, to engage in transformative learning and to succeed in their studies and professional lives. We will address global, political, and social challenges through a relevant demand-led and forward-looking portfolio. We will do this by offering authentic teaching, learning and assessment modes which immerse students in the wider-world through live projects, work-based learning and global opportunities. We will invest in our people to enable all teaching colleagues to plan and deliver exceptional learning experiences and professional colleagues to offer exceptional support. Students will be empowered by working in partnership with colleagues and fellow students to shape the Westminster experience. We will develop an integrated physical and digital environment that supports excellent practical, active and collaborative learning for all our students.

RESEARCH AND KNOWLEDGE EXCHANGE

Research and knowledge exchange are fundamental to our commitment to making a positive difference to the world and transforming lives. We are committed to research in four priority areas: Diversity and Inclusion; Health Innovation and Wellbeing; Sustainable Cities and the Urban Environment; Arts, Communication and Culture. Our excellence in research and knowledge exchange will infuse our education endeavour, inspiring and equipping our students as agents of change locally as well as globally. We will continue to grow our community of PhD researchers, ensuring that the Westminster postgraduate research experience remains sector leading and the foundation for great careers. In knowledge exchange we will focus on engagement with government, business and with the public and local community. We will achieve more when we identify shared interests and build partnerships with our communities and collaborate for the public good with a clear civic purpose.

EMPLOYABILITY

We will ensure that all our students benefit from employability-led learning and purposeful engagement with employers, business and industry, to give students from every background the best possible preparation for the world of work and enable the best possible employability outcomes. We will do this through the further extension and embedding of programmes such as work-based and placement learning; the Westminster Employability Award; Westminster Working Cultures; mentoring; and student enterprise. Employability-related learning will be a core and critical part of the courses and curriculum we offer, right across the University. It will be front and centre of life at the University for students and colleagues.



A key priority will be the development of a dedicated Centre for Employability and Enterprise at 29 Marylebone Road, intended to transform our student experience and our engagement with business, industry and employers. The Centre will provide a game-changing experience through which undergraduate and postgraduate students from across Westminster will come together and practise enterprise; develop an entrepreneurial mindset and skills; access training, work, projects, business advice and mentoring; and connect directly with employers. The future-focused environment of the Centre will scale up our employability provision, helping our students to be 'fit for the future' in the most challenging of post-pandemic labour markets and economic environments. It will strengthen links between our UK-based and international employer partners and our motivated, bright, work-ready students, affording employers access to a diverse mix of people right for the needs of the contemporary workforce.

GLOBAL ENGAGEMENT

We will raise the international reputation and reach of the University, ensuring that 30% of our undergraduate community and 70% of our taught postgraduates come to us from overseas. Overseas partnerships will remain central to our global engagements. We will prioritise the outward mobility of our students to partner institutions, contributing to students' development of employability skills and competences. We will extend and deepen our Trans-National Education relationships. These partnerships, particularly that with Westminster International University in Tashkent, will move beyond franchised or validated arrangements to embrace employability, alumni-related research, CPD and knowledge exchange connections.



OUR STRUCTURE

ACADEMIC STRUCTURE

Our structure is built to deliver an enhanced learning environment, stronger and broader industrial, international and professional connections and pioneering and impactful research. The University comprises three Colleges:

Westminster Business School

- School of Organisations, Economy and Society
- School of Finance and Accounting
- School of Applied Management
- School of Management and Marketing

Design, Creative and Digital Industries

- School of Architecture and Cities
- Westminster School of Arts
- School of Computer Science and Engineering
- Westminster School of Media and Communications

Liberal Arts and Sciences

- School of Social Sciences
- Westminster Law School
- School of Humanities
- School of Life Sciences

The University Executive Board comprises:

- Vice Chancellor and President
- Deputy Vice Chancellor (Employability and Global Engagement)
- Deputy Vice Chancellor (Education and Students)
- Deputy Vice Chancellor (Research and Knowledge Exchange)
- Chief Operating Officer and University Secretary
- Three Heads of College

PROFESSIONAL SERVICES

Our Professional Services teams support the effective and professional delivery of our teaching, research and knowledge exchange and the management of student residences and sports facilities.

- Academic Registry
- Business Engagement
- Estates
- Finance and Commercial Activities
- Global Recruitment, Admissions, Marketing and Communications
- Information Systems and Support
- People, Culture and Wellbeing
- Strategy, Planning and Performance
- Student and Academic Services



JOB DESCRIPTION

Job Title: Head of Cyber Security

Reports to: Head of IT Developments

Department: Information Systems and Support (ISS)

Grade: L1

ROLE PURPOSE

The Head of Cyber Security is responsible for providing the leadership, planning and management of the University cyber security function. The post-holder is responsible for the development of strategies to increase network and internet security, ensuring the University community has practical, safe and secure access to its systems and services and the data held within, whilst maintaining high standards of confidentiality and data security in line with compliance regulations. The post-holder is responsible for managing the Cyber Security team, and for providing expert advice in proactively managing all aspects of the University's data and systems to high standards of confidentiality and data security in line with compliance regulations.

The Head of Cyber Security will work closely with other Heads, Leads, Suppliers and with Stakeholders at all levels, to ensure that our infrastructure, applications and services are robust and compliant, meeting regulatory and legal requirements and that security policies are developed, maintained and adhered to.

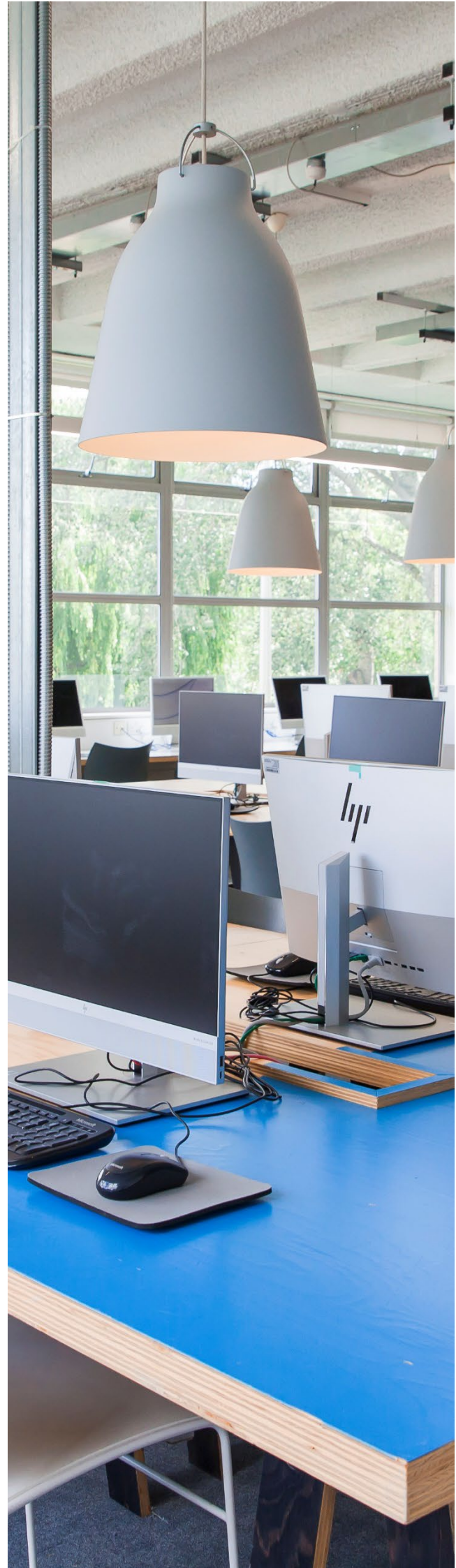
The Head of Cyber Security will foster a positive security culture removing constraints and enhancing effective working across boundaries within ISS and with other parts of the University.

PRINCIPAL ACCOUNTABILITIES

- 1) Lead on the strategic planning and development of all aspects of the Cyber security function within the University including cyber security risk management, threat detection and response, security policies and procedures, security awareness and training, compliance and regulatory requirements, cyber incident management, vulnerability management, security architecture, security monitoring, cyber assurance, cyber resilience, collaboration and communication. Develop and agree operational plans for the delivery of services in the context of ISS and University strategic plans and agreed operational objectives in support of the University's mission. Ensure that appropriate operational requirements, policies and systems are embedded across the University, working within the challenges and constraints of a large and complex multi-site organisation. In conjunction with the Head of IT Development and Cyber Security Risk Management Board to determine overall priorities for the Cyber Security programme, including responsibility for capital and non-pay budgets associated with the capital investment improvement and ongoing maintenance of the Cyber Security platforms as delegated by the Head of IT Development.



- 2) Develop and maintain a high performing, integrated cyber security function to ensure University IT and digital services are delivered safely and securely to high standards of confidentiality and data security in line with compliance regulations. Work collaboratively with ISS leads, University's key Business and Technical Service Owners to ensure security is embedded into all areas of project, product development and all aspects of technical innovation the University carries out and that formal checkpoints are in place for all developmental and operational processes. Ensure that security is integrated into all Service Design processes, procurement, and third-party cyber risk management including University partners. Ensure that security configuration assessment is embedded into our continuous development and is automated for our build and systems and remains compliant with internal policies and external regulations. Ensure that security measures are practical and effective in maintaining safe, secure services, while also facilitating digital transformation.
- 3) Lead the Cyber security team and ensure that they are able to discharge their duties to the best of their ability. Ensuring that their performance and development needs are considered and supported effectively and embed a common ethos of high-quality customer led service delivery. Foster a flexible approach within the team, ensuring that individuals are encouraged to work across the department and beyond in a collaborative way to embed a proactive security approach and ensure compliance.
- 4) Provide advice and direction to the University's senior leadership team, the Head of IT Development, the Director of ISS and other senior executives in understanding the current threat landscape, possible countermeasures and in the integration of security practices into the University's strategic and operational processes. Provide senior leadership and oversight of effective Cyber Security risk management, integrated with the University's institutional risk management framework.
- 5) Drive and deliver changes to the University's cyber security systems, processes and procedures by continuously analysing and reviewing new security technologies, practices as informed by industry best practice and networks within Higher Education; in response to changing security threats and to meet the evolving needs of the University. Lead on development and delivery of measures and metrics to support the assessment, reporting and ongoing improvement of the cyber security posture. Assurance activities include, but are not limited to, internal and external audits relating to security, network testing including (regular penetration testing), regular testing of critical applications and platforms, regular testing of the different type of system build for endpoints and servers, and testing at the introduction of or during a change to new systems and services.
- 6) Direct, and assist as necessary, investigations into cyber security incidents and pursue legal matters, and



associated disciplinary concerns, working with Colleges who will lead on student matters; and People, Culture and Well-being (PCW) who will lead on Colleague matters, liaising with the Information Compliance Team on data protection legislation ensuring root-causes of such breaches are understood and addressed. Be the cyber security incident manager for cyber security incident management processes through all its stages.

- 7) Lead on the development and implementation of digital security skills best practice for colleagues and students by working closely with the People, Culture and Wellbeing (PCW) lead for organisational development, taking the lead on all cyber security elements.
- 8) Be accountable for up to date and effective core operational security processes, including security monitoring, incident and event response, working with the Head of Infrastructure Operations to ensure maintenance activities are in place and undertaken consistently. Be accountable for Cyber resilience as part of Business Continuity Management, ensuring the cyber security incident response plan, associated playbooks are kept up to date, and undertake regular University tabletop rehearsals.
- 9) Work with the Supplier and Contracts Manager and Technical Service Owners to manage external service suppliers ensuring that services procured are aligned to the University estate and that they meet or exceed the services procured.
- 10) Work with the Head of IT Developments and the ISS Senior Leadership Team to develop the department's strategic vision, mission and goals; and deputise for the Head of IT Development where appropriate, undertaking any other duties as required by the line manager from time to time.

CONTEXT

Information Systems and Support (ISS) delivers a comprehensive portfolio of IT services to the University's user community of ~20,000 colleagues and students across a number of sites in the West End of London and Harrow.

DIMENSIONS

Staffing: The post holder will be responsible for leading circa 5 direct reports.

Budget: The Head of Cyber Security will support the Head of IT Development in the management of the revenue and capital budgets for cyber security (c. £1.5mn pa).

Hours: The post holder will work 35 hours per week between the service hours of 08:00 and 18:00, the post holder may be required to work evenings and weekends from time to time where project/operational needs demand; this will be agreed by prior arrangement.

Location: All University appointments are made on the understanding that colleagues may be asked to serve at any of the University's sites should the need arise. The post holder must also work in accordance with any agreed service levels.



Professional Development: The University of Westminster is committed to continuous professional development, and the post-holder will be encouraged to participate in professional activities and to develop new skills where necessary.

Health and Safety: The post holder is required to have an understanding of individual health and safety responsibilities and an awareness of the risks in the work environment, together with their potential impact on both individual work and that of others.



PERSON SPECIFICATION

QUALIFICATIONS

Essential

- Professional qualification e.g. CISM/CISA/CISSP or postgraduate degree, or significant professional relevant knowledge and experience.
- Good knowledge and experience of assurance frameworks and models such as PCI DSS, ISO27001 and ISO27002, NCSC CAF.
- Good knowledge of data protection regulations including GDPR.
- Able to provide in-depth technical expertise (i.e., tactical and operational) on evaluation, selection, implementation, and maintenance of information systems and cyber security toolsets.
- Broad knowledge of enterprise systems, platforms and endpoints and their interconnected architecture.

Desirable

- ILM/PRINCE2 practitioner certification or an equivalent project management qualification.
- ITIL certification.
- Suitable leadership or management training or qualifications.

TRAINING AND EXPERIENCE

Essential

- Demonstrable experience in leadership in a complex IT organisation encompassing service delivery, application development and IT infrastructure. Experience of leading in situ and virtual teams, including experience of developing team cohesion, clear goal setting and achievement and fostering a culture of support and growth.
- Proven experience at engaging, influencing, and managing stakeholders across departmental and organisational boundaries up to and including Director/University Executive Board level.
- A track record in the management and delivery of transformational security improvements across an organisation and in directing and managing continuous improvement, ensuring excellent organisational performance and outcomes across a complex portfolio of responsibilities.
- Experience of leading and controlling the management of major security incidents (including experience of director and board level communication within such incidents) and developing improvements based on learning from such events.
- Experience of successfully developing cyber security incident response plans and tabletop exercises.
- A proven cyber and information security background, ideally in the HE Sector.
- Experience in developing operational IT security policies and procedures.



- Experience in successfully implementing cyber security toolsets.
- In-depth awareness of key threats and the tools used to protect an organisation from them, trends and issues within the wider security industry, including emerging technologies and costs.
- Successful experience of working within the constraints of a large, complex/multi-site organisation and overcoming challenges associated with that.
- Proven ability to develop and implement successful operational plans.
- Experience in the effective management of third-party suppliers to achieve desired service levels and value for money.
- Experience of implementing and maintaining cyber security standards e.g. Cyber Essentials
- Technical understanding of firewalls, routers, VPNs, security testing, server hardening, user access rights, identity management, conditional access, cyber security toolsets.
- Excellent knowledge of all layers of security; Perimeter, Network, Application, Data, Operations, Policies, Monitoring and Response.
- Demonstrable experience of providing the security architecture experience needed in order to advise and ensure appropriate development and deployment of new products, services and environments.

Desirable

- Experience of working within Digital Services with Higher Education.
- Successful delivery of large-scale IT projects.
- Understanding of financial regulations pertaining to procurement.
- Experience of financial management including planning, forecasting and monitoring of complex capital and revenue budgets.

APTITUDES, ABILITIES AND PERSONAL ATTRIBUTES

Essential

- Empathetic and with strong interpersonal skills.
- Ability to foster constructive cross team collaboration.
- Proficiency in managing an incident response team environment with critical systems.
- Ability to motivate teams & individuals to meet or exceed planned objectives or/and targets.
- Ability to develop and lead the cyber security team in supporting the University's IT security needs.
- Ability to collaborate with key stakeholders at all levels influencing the development of security awareness across the organisation.
- Ability to critically analyse data to manage service performance and plan remediation or improvements based on data.
- Finely tuned stakeholder management skills to ensure effective engagement at all levels
- Excellent prioritisation skills to support the delivery of challenging workstreams while effectively managing resource availability.
- The ability to assess complex issues and to apply originality in modifying existing approaches to solve problems.



- Effective supplier management skills to ensure suppliers meet the demands and expectations of the University.
- Ability to present information effectively to diverse audiences and influence and develop strategic conversations.
- Ability to influence others to take a different course of action or understand a process from a different point of view.
- Ability to produce clear and concise documentation for board level consumption.
- Confidence to constructively disrupt existing work practices.
- Excellent organisational, written and verbal communication skills.
- A flexible and adaptive approach to deal with changing priorities and challenging deadlines
- Keenness to research current marketplace and keep up to date with commercial developments.
- Methodical, calm and clear-thinking under pressure.
- Flexibility to work out of hours on occasion to meet user or service expectations.
- Fully committed to creating a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.



HOW TO APPLY

To apply, please follow the link below on our advert and upload your current CV to HAYS

Please do not apply via our website

The deadline for receipt of applications is midnight on 15 May 2025

Interviews will take place on 28 May 2025

An appointment will be made subject to proof of eligibility to work in the UK and satisfactory references being obtained.

At the University of Westminster, diversity, inclusion and equality of opportunity are at the core of how we engage with students, colleagues, applicants, visitors and all our stakeholders.

We are fully committed to enabling a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.

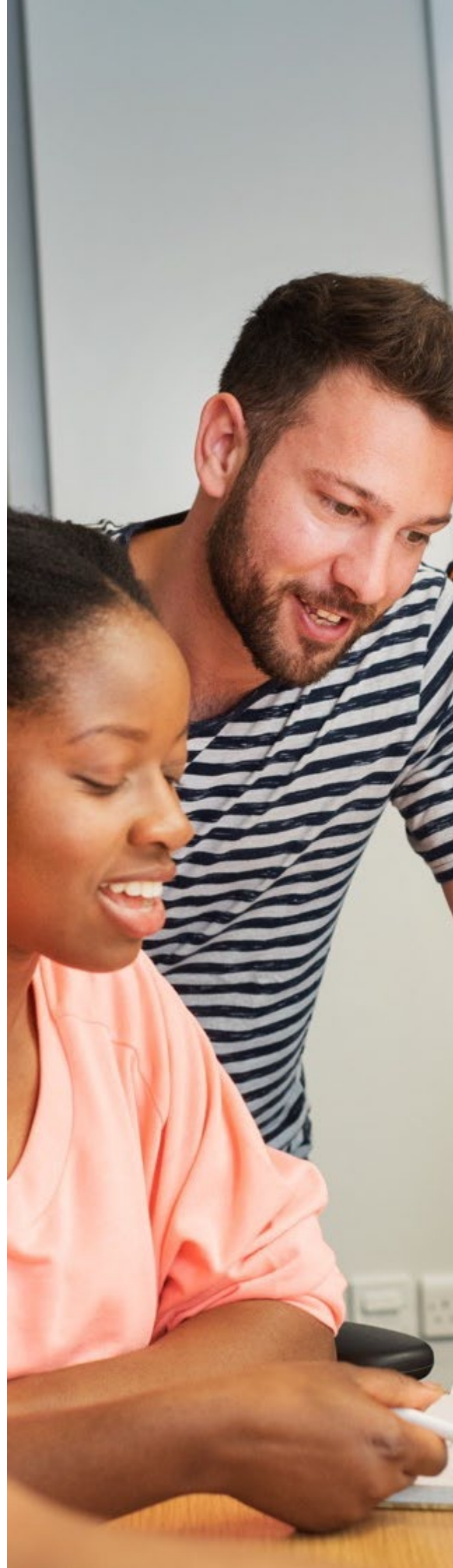
The University has adopted Smart Working principles to support and further our Equality, Diversity and Inclusion aims of being an inclusive, collaborative and flexible employer. Further details of Smart Working can be discussed at interview stage.



OUR BENEFITS

The University offers a range of wellbeing and work-life balance benefits to recognise and reward the essential contribution our colleagues make to success and growth. Our benefits are inclusive for colleagues of all backgrounds including LGBTQ+ colleagues, disabled colleagues, pregnant colleagues, parents and carers, as well as colleagues of all genders, age, ethnicities, nationalities, religion and beliefs, and marriage and civil partnership status.

- 35 days annual leave per year, plus bank/national holidays and University of Westminster closure days (pro-rata for part-time staff).
- A generous occupational pension scheme.
- Annual incremental progression and/or cost of living reviews.
- Generous maternity, paternity and adoption leave.
- Flexible working and smart working.
- Learning and development opportunities.
- Free membership rates for a wide range of sporting facilities, including gyms at Regent Street and Harrow campuses, as well as the Chiswick Sports Ground.
- Employee assistance programme.
- The opportunity to participate in other attractive employee benefit schemes such as Cycle to Work, Eye Care Vouchers, Season Ticket Loans, and Give As You Earn.





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