BC PENSION
CORPORATION

JOB DESCRIPTION

JOB DETAILS

Job Title:	Senior Security Analyst	**Job ID:**	IS2736
Classification:	Information Systems R27	**Classification Date: (MM/DD/YYYY)**	
Branch:	Architecture, Information Management and Security	**Unit:**	
Reports to:	Assistant Director, IT Security	**Security Screening:**	Yes
Union/Excluded:	BCGEU		

BRANCH DESCRIPTION

The Architecture, Information Management and Security branch (AIMS) provides enterprise architecture services, information management and security operations services to the BC Pension Corporation. AIMS delivers leadership around strategic technology planning and directly supports BC Pension's Plan 20|30 initiatives. As well, AIMS ensures the confidentiality, availability and integrity of all corporate information and data systems and is accountable for fully complying with relevant regulations, standards and legal frameworks. Additionally, AIMS is responsible for the operation of all enterprise cyber security solutions and the overall security of our IT systems and data, across the entire technology landscape.

JOB SUMMARY

Reporting to the Assistant Director, IT Security, the Senior Security Analyst is responsible assisting in the delivery of the Information Technology Security program by maintaining, monitoring and administering security tools, technology and services on behalf of the corporation. This role provides oversight of the security services provided by alternative service providers, ensuring all activity conforms to corporate security policy and procedures and other relevant legislation, and meets the highest security standards for a variety of sensitive information.

JOB RESPONSIBILITIES

• Develops, implements, and maintains a comprehensive data security framework/architecture to protect the confidentiality, integrity and availability of the organization's data and technology and advises on information technology disaster recovery and business continuity planning.
• Provides technical leadership and policy direction for the organization in all aspects of data security, and provides critical input on all systems applications at all stages of development and maintenance to ensure they meet security standards.
• Reviews contracts for inclusion and adequacy of security clauses.
• Develops information technology security policies, procedures and standards to protect sensitive data and to enable secure data transmission and storage. Plans, implements and enforces security procedures, standards and technologies.
• Identifies security incidents, ensures appropriate reporting according to policy, as well as planning mitigation and remediation.
• Reviews security measures and updates ensuring they address new and emerging security threats.
• Evaluates requests for security system changes and enhancements and recommends the appropriate course of action.
• Plans information technology Threat and Risk Assessments with clients to determine specific security needs, address deficiencies and ensure that systems comply with audit requirements, quality plans and security standards.
• Develops standards and procedures for responding to security incidents and ensures the application of corrective measures to prevent recurrence.
• Perform threat hunting to detect and isolate threats and provide recommendations.
• Act as designated lead on projects to ensure a successful transition to SOC for security monitoring services.
• Maintain up-to-date understanding of security threats, countermeasures, security tools and network technologies
• Advanced understanding of client-server applications, multi-tier web applications, relational databases, firewalls, VPNs, and enterprise Anti-Virus products.
• Conducting security assessments through vulnerability testing and risk analysis.
• Performing both internal and external security audits.
• Analyzing security breaches to identify the root cause.
• Continuously updating the company's incident response and disaster recovery plans.
• Verifying the security of third-party vendors and collaborating with them to meet security requirements.
• Work with the security team to perform tests and uncover network vulnerabilities.
• Fix detected vulnerabilities to maintain a high-security standard.
• Stay up-to-date on information technology trends and security standards.

EDUCATION

Degree/Diploma Obtained	Program of Study

• Degree in Computer Science or related field and four years of recent, related experience; OR Diploma in computer science or related field and five years of recent, related experience; OR An equivalent combination of education, training and/or experience may be considered.

EXPERIENCE

Years of Experience	Type of Experience

• Demonstrated experience with a security focus in a Microsoft environment.
• Experience in all aspects of IT security, including current technologies and best practices.
• Experience with change management processes and project management methodologies.
• Preference may be given to applicants with two or more of the following:
o Experience with operation and monitoring of security applications, systems and programs such as anti-virus solutions, log management solutions and IPS/IDS solutions.
o Experience leading security awareness campaigns, including anti-phishing campaigns.
o Experience working with security standards, policies and guidelines.
o Experience working with TCP/IP networking fundamentals, especially as it relates to security principles, protocols and the application and maintenance of firewall rules and security zones.
o Microsoft Azure / M365 Security Services experience, such as Intune, Sentinel, Defender, Cloud Security, etc.
o Professional designation as a Certified Information Systems Security Professional or Certified Information Security Manager, or equivalent.

KNOWLEDGE, SKILLS & ABILITIES

• Ability to deliver subject matter expertise of Office 365 with emphasis in security, architectural design, migration, management and support of implementations.
• Overall Office 365 security expertise including strong knowledge of Azure Active Directory, Azure Information Protection, Information Rights Management, single sign-on and multi-factor authentication and related technologies (including Microsoft Enterprise Mobility + Security)
• Demonstrate consultative capabilities by providing value added information to users for connecting technology, security and the business value of Office 365.
• Drive Office 365 security adoption and lead technical effort to enable Azure Information Protection.
• Ability to lead and participate in ongoing Office 365 security and strategy discussions.
• Current knowledge of Office 365, including changes & updates, roadmap & releases, and third-party solutions.
• Strong knowledge and experience in; Exchange Online Protection, SharePoint Online, Intune (Conditional Access/MDM/MAM), OneDrive for Business, Office 365 tenant, Permissions (Tenant/Security & Compliance Center/Exchange Online), Data Loss Prevention, Archiving, eDiscovery and Compliance.
• Knowledge of document system configurations, standards and procedures.
• Knowledge of all aspects of IT security including current technologies and best practices.
• Knowledge of change management processes and project management methodologies.
• Knowledge of the installation, configuration, maintenance and problem resolution of hardware, software, operating systems and network components.

CORE COMPETENCIES

Navigating Change L2
Supporting self and others through change and transition and enabling successful transformation in work products and processes.

- Invites input and feedback on proposed changes.
- Supports others in generating new and innovative approaches.
- Builds support for new approaches and initiatives.
- Shares information on change in a timely manner.
- Identifies innovative approaches to deal with situations for which no known precedent exists.
- Eliminates unnecessary work activities.

Embracing Learning L2
Contributing to a learning culture by developing self and supporting others to acquire skills and improve performance.

- Gathers feedback from various sources to identify own strengths and weaknesses.
- Pursues challenging experiences beyond current position to add value in own area.
- Helps others identify learning needs to meet current job requirements.
- Provides honest, timely, clear and specific feedback to others.
- Ensures people are provided appropriate training within available budget and resources.
- Encourages people to reach their full potential.

Client Orientation L2
Making it easy for our external and internal clients - seeing things through their eyes.

- Anticipates clients' needs and concerns.
- Develops procedures and practices to ensure consistent service.
- Leads or participates in efforts to enhance service delivery systems and processes.
- Ensures consistency of service experience.

Accountability L2

Holding self and others accountable to deliver on commitments and to achieve desired results.

- Sets challenging but realistic goals for own area of responsibility.
- Helps people improve performance to maximize results.
- Holds people accountable for meeting established expectations.
- Evaluates progress against established goals and objectives.

Inspiring Trust L2
Inspiring confidence by demonstrating integrity and building credibility.

- Creates opportunities to build internal and external relationships.
- Demonstrates confidence in own abilities, views or decisions when challenged.
- Provides skill, knowledge and talents to resolve complex issues.
- Fosters trust by communicating consistent, reliable and accurate information.
- Builds on others' ideas to develop support.
- Helps others build confidence in themselves.
- Recognizes the contributions and successes of others.

Decision Making L2
Enabling progress by resolving issues and supporting others in taking calculated risks and making decisions.

- Involves the right people in the decision making process.
- Makes decisions by weighing several factors, some of which are partially defined with missing pieces of information.
- Uses sound business sense to make decisions.
- Considers risks when identifying or recommending options.
- Provides context and rationale for decisions.
- Provides information to others to support decision making on complex issues.

Organizational Focus L2
Aligning work priorities, processes and practices to achieve the strategic direction.

- Optimizes processes or practices to support the achievement of organizational goals.
- Helps team members understand the broader vision and how their work is aligned.
- Identifies broader implications of proposed positions, options and approaches.
- Makes connections between situations and patterns to improve decision making.
- Recommends approaches to address issues with a longer term perspective.