PROGRESSIVE BUILDING SOCIETY

Job Description – Cyber Security Analyst

JOB FAMILY:	Information Technology
JOB TITLE:	Cyber Security Analyst
REFERENCE #:	Staff
LOCATION:	Head Office
REPORTS TO:	IT Governance Manager
JOB PURPOSE:	The Cyber Security Analyst supports the Society in maintaining an effective, proportionate and well-evidenced cyber security risk and control environment. The role focuses primarily on supporting cyber risk management, assurance and governance activities including policy management, third-party cyber due diligence, training and awareness, control effectiveness monitoring and risk reporting. The post holder will also provide supporting input into security engineering activities, helping ensure controls are designed, operated and evidenced appropriately. This role supports senior management and Board-level committees to understand, monitor and manage cyber risk in line with the Society's risk appetite and regulatory expectations.
KEY TASKS:	**ROLE SPECIFIC** ▸ Support the identification, assessment and ongoing management of cyber and information security risks. ▸ Support the maintenance and updating of cyber risk registers, ensuring risks are clearly articulated, owned and reviewed. ▸ Support the monitoring of risk treatment plans, tracking progress and highlighting issues where required. ▸ Assist in the preparation of cyber risk reporting and management information for governance forums. ▸ Support the maintenance of cyber security policies, standards and supporting documentation, ensuring they remain current, clear and aligned to regulatory expectations and organisational practices. ▸ Support periodic reviews of the Information & Cyber Security Policy Framework and associated standards. ▸ Assist with policy communications and help to ensure relevant stakeholders are aware of their responsibilities. ▸ Perform cyber security due diligence on third-party suppliers and service providers, including reviewing supplier security questionnaires and evidence plus helping to document risks associated with outsourcing and cloud services. ▸ Support ongoing assurance of key suppliers, including periodic reviews and issue tracking. ▸ Assist with maintaining appropriate documentation and evidence to support audit and regulatory scrutiny. ▸ Support the delivery and continuous improvement of cyber security training and awareness activities. ▸ Assist with the coordination and tracking of mandatory cyber training. ▸ Contribute to awareness initiatives that reinforce secure behaviours across the Society. ▸ Support the assessment of cyber security control design and operating effectiveness. ▸ Assist with the coordination of cyber related internal and external audits, regulatory reviews and assurance activities. ▸ Support the tracking of audit findings and cyber-related actions through to closure. ▸ Support the development and maintenance of cyber security control effectiveness metrics and evidence.

- Provide assurance input into the design and implementation of security controls and technologies, ensuring alignment with policy and risk requirements.
- Support activities such as vulnerability management, access reviews and security tooling reviews from a governance and control perspective, rather than a primary operational role.
- Assist in documenting security processes and standard operating procedures.

ROLE GENERIC

- Contribute to the achievement of the Society's Corporate Plan.
- Ensure you work effectively to achieve the highest standard of member service and work output.
- Contribute to the achievement of the Society's Corporate Plan.
- Participate in the day-to-day activities of the team and work effectively as a team member, ensuring that the highest standards of member service and work output are achieved.
- Keep abreast of the latest innovations and developments, relative to your remit.
- Ensure compliance at all times with Society, regulatory and statutory requirements.
- Help implement new practices, positively responding to change and make suggestions to drive continuous improvement.
- Meet performance measures and KPIs set for you and your team.
- Communicate in a timely and effective manner with members of your team and other parts of the business.
- Participate in training & development opportunities.
- Keep abreast of the latest innovations and developments.

GENERAL

- Demonstrate the Society's values in behaviours and actions.
- Produce the highest standard of work possible in accordance with the Society's Policies, Conduct Rules, Codes of Practice and operational procedures.
- Comply with Information & Cyber Security controls as relevant to your day to day duties.
- Work safely as a member of a team to carry out Health & Safety working practices.
- Carry out any other function necessary for the smooth running of the branch / department.

All Job Descriptions are subject to review and amendment at any time as dictated by Society needs.

I acknowledge receipt of this job description

Signed Name:		**Date:**	
Print Name:			

Issue	Amendment History	Date
V0.1	Initial Release	09/03/2026
V1.0	Version for Recruitment	25/04/2026
V2.O	Revised Version	03/11/2026