

# Northumberland County Council

## JOB DESCRIPTION

<b>Post Title:     Apprentice Cyber Security Engineer</b>		<b>Directorate/Service: Transformation &amp; Resources / Digital &amp; IT - Technology</b>	<b>Office Use</b>
<b>Band:</b>	National Apprenticeship Pay Framework		JE ref: HRMS ref:
<b>Responsible to:   Lead Cyber Security Engineer</b>		<b>Workplace: County Hall</b>	
<b>Job Purpose:</b> As an Apprentice Cyber Security Engineer, you will work alongside experienced professionals to gain hands-on experience in designing, building, and testing secure networks, security products, or systems to safeguard NCC against all cyber threats. You will learn to protect frontline communications systems from cyber warfare threats, gaining expertise in areas such as information services, networks, or infrastructure and will contribute to a battle-winning cyber capability, ensuring the safety and integrity of digital assets and data.			
<b>Resources</b>			
Staff	None		
Finance	None		
Physical	Use of IT Equipment and shared responsibility for other equipment provided.		
Clients	May be required to work with internal and external customers.		
<b>Duties and key result areas:</b> Undertaken individually or as part of a team, these are examples of the nature and level of those expected to be undertaken by the post holder. <b>You will complete apprenticeship training to enable you to develop into the below responsibilities:</b>  1. <b>Vulnerability Assessment:</b> Assist in regular vulnerability assessments to identify weaknesses in systems and applications. 2. <b>Incident Response:</b> Collaborate with senior engineers to respond to security incidents, investigate breaches, and mitigate risks. 3. <b>Patch Management:</b> Assist in applying security patches and updates to systems. 4. <b>Security Monitoring:</b> Monitor logs and alerts for signs of unauthorized access or suspicious activity. 5. <b>Security Awareness Training:</b> Participate in educating employees about security protocols and safe practices. 6. <b>Risk Assessment:</b> Evaluate risks associated with new technologies or system changes. 7. <b>Network Security:</b> Advise in the configuration and maintenance of firewalls, intrusion detection/prevention systems, and other security infrastructure. 8. <b>Security Documentation:</b> Maintain accurate records of security configurations, incidents, and procedures. 9. <b>Security Policies:</b> Help enforce security policies and best practices across NCC. 10. <b>Research and Learning:</b> Stay updated on emerging threats and security trends through continuous learning and training. 11. <b>Business Continuity:</b> Understand and support the organisations Business Continuity and Disaster Recover Plans.			
The duties and responsibilities highlighted are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.			
<b>Work Arrangements</b>			
Physical requirements:	Activities normally undertaken in a seated position with some walking, bending or stretching and an occasional need to lift or carry.		
Transport requirements:	n/a		
Working patterns:	37 hours per week, day work. Flexible working hours may apply provided staff work collaboratively to provide cover for services.		
Working conditions:	Minimal exposure to disagreeable, unpleasant or hazardous conditions.		

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**PERSON SPECIFICATION**

<b>Post Title: Apprentice Cyber Security Engineer</b>	<b>Director/Service: Transformation &amp; Resources / Digital &amp; IT - Technology</b>	<b>Ref:</b>
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Qualifications and Knowledge</b>		
<ul style="list-style-type: none"> <li>Grade 4 (C) GCSE Maths &amp; English (or equivalent; Level 2 Functional Skills)</li> <li>A good general education demonstrating numeracy and literacy. An initial assessment may be carried out</li> </ul> <p>(For those with an education, health and care plan or a legacy statement, the apprenticeships English and maths minimum requirements are Entry Level 3, and the British Sign Language qualification is an alternative to English qualifications for apprentices for whom this is their primary language)</p>	<ul style="list-style-type: none"> <li>AS/A Levels</li> </ul>	Application Interview
<b>Experience</b>		
<ul style="list-style-type: none"> <li>No previous experience required</li> </ul>	<ul style="list-style-type: none"> <li>Experience working in a similar role or working for a local authority</li> <li>IT Skills including MS Office packages such as Word and Excel</li> </ul>	Application Interview
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>Communication and interpersonal skills</li> <li>Ability to be flexible</li> <li>Good organisational, problem solving and planning skills</li> </ul>	<ul style="list-style-type: none"> <li>Customer care skills</li> <li>Team working, or can demonstrate working in teams</li> </ul>	Application Interview
<b>Physical, mental and emotional demands</b>		
<ul style="list-style-type: none"> <li>Normally works in a seated position with some standing, walking, stretching or lifting</li> <li>Regular periods of concentrated mental attention with some pressure from deadlines, interruptions and conflicting demands</li> </ul>		Application Interview
<b>Personal attributes</b>		
<ul style="list-style-type: none"> <li>Motivation</li> <li>Willingness to work</li> <li>Reliable, good time keeping</li> <li>Ability to work as a team member</li> </ul>		Application Interview
<b>Other</b>		
<ul style="list-style-type: none"> <li>Committed to Equality and Diversity and Safeguarding</li> <li>Committed to Health and Safety and client confidentiality</li> <li>Committed to the Values &amp; Vision of Northumberland County Council</li> </ul>	<ul style="list-style-type: none"> <li>Full clean driving license with the ability to drive IF REQUIRED</li> <li>Able to occasionally work outside of normal office hours</li> </ul>	Application Interview