

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job title** | Cybersecurity Manager |
| **Department** | IT |
| **Location** | Oriel College, Oriel Square, Oxford OX1 4EW |
| **Salary** | £46,500 - £49,500 per annum (dependent on experience) |
| **Hours of work** | Full-time 36.5 hours per week |
| **Contract type** | Permanent |
| **Reporting to** | Head of IT |
|  |  |

**Overview of the role**

The Cybersecurity Manager plays a vital role in supporting the Head of IT and the wider IT team in maintaining and continuously enhancing the digital security working across Oriel and Corpus Christi Colleges. Reporting to the Head of IT, you will help ensure that all systems remain secure, resilient, and compliant, while also identifying opportunities to strengthen protections across the Colleges’ digital services.

The postholder is responsible for applying security best practices, monitoring emerging threats and vulnerabilities, and coordinating incident response efforts. In addition, expert input on risk management, policy development, and future cybersecurity investments will be required to help the Colleges remain secure in an ever-evolving threat landscape.

**Responsibilities**

* **Vulnerability Assessment & Penetration Testing**  
  Conduct regular vulnerability assessments using tools such as Nessus and OpenVAS. Remediate vulnerabilities in alignment with frameworks like CIS and NIST.
* **Continuous Improvement**  
  Proactively identify opportunities to enhance the Colleges' security framework and ensure compliance with emerging trends and regulations.
* **Automation & Process Improvement**  
  Optimize and automate security workflows to improve operational efficiency within the IT team and across departments.
* **Collaboration & Coordination**  
  Work closely with external contractors to maintain consistent security protocols across servers, databases, endpoints, and networks. Ensure third-party vendors adhere to the Colleges' security standards.
* **Compliance & Regulatory Alignment**  
  Support the Head of IT in aligning cybersecurity strategies with regulations such as the Data Protection Act 2018, ISO/IEC 27001, and GDPR.
* **Risk Management & Business Continuity**  
  Develop comprehensive IT risk assessments and contribute to disaster recovery and business continuity planning, following ISO 27001 guidelines and academic best practices.
* **Incident Response & Threat Management**  
  Monitor, analyse, and respond to security incidents using advanced tools. Lead mitigation strategies to reduce the impact of breaches.
* **Policy & Procedure Development**  
  Help develop and maintain robust IT security policies that protect the Colleges’ digital systems, services, and data.

**Selection criteria**

* **Interest & Motivation**  
  A strong passion for cybersecurity and a commitment to continuous learning in evolving threat landscapes.
* **Experience & Technical Skills**  
  Hands-on experience with vulnerability scanners, endpoint protection, syslog processing, and familiarity with SIEM platforms, advanced network security devices, and both Windows and Linux system administration.
* **Knowledge & Expertise**  
  Solid understanding of security technologies such as firewalls, VPNs, IDS/IPS, SIEM systems, and endpoint protection. Familiarity with identity management and cloud security tools in environments like Azure or AWS is advantageous.
* **Scripting & Automation**  
  Proficiency in scripting (Bash, Python, or PowerShell), networking (IPv4, IPv6), and a solid grasp of the OSI model to support automation and security optimization.
* **Compliance Experience**  
  Proven ability to ensure compliance with GDPR, PCI-DSS, and ISO standards, and to manage security threats and assessments effectively.
* **Communication Skills**  
  Excellent written and verbal communication, with the ability to convey complex security concepts to both technical and non-technical stakeholders.

**Qualifications**

* **Education**  
  A degree in Computer Science, Information Technology, Cybersecurity, or a closely related field. Equivalent professional experience may also be considered.
* **Certifications (Preferred)**
  + CISSP, CISM, or CISA (preferred)
  + CompTIA Security+, Network+, or CySA+ (also considered)
* **Personal Attributes**  
  High level of integrity and discretion when handling sensitive information. Strong judgment, professionalism, and maturity in decision-making.

**About Oriel**

Oriel College is the 5th oldest Oxford College of the 39 self-governing and independent colleges within the University of Oxford and the oldest Royal Foundation; in 2026 we will be celebrating our 700th birthday. Described by our students as ‘the perfect size’, with around 600 students we’re slightly smaller than the average Oxford college, and our community is tight knit and friendly. Oriel brings together a world-class academic community of leading academics and researchers with high achieving and motivated students, underpinned by around 120 people working in the professional support teams.

Located right in the middle of Oxford in beautiful buildings, the College has a rich history and has been home to Saint John Henry Newman, Saint Thomas More, Sir Walter Raleigh and two Noble Laureates, amongst many other influential thinkers.

For more information about Oriel College, please visit <https://www.oriel.ox.ac.uk/>

**Pre-Employment Screening**

All appointments are subject to proof of the candidate’s legal right to work in the UK and receipt of satisfactory references.

You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

**Data Protection**

Please note that any personal data submitted to the College as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation.

*The College exists to promote excellence in education and research and is actively committed to the principle of equality of opportunity for all suitably qualified candidates.*

**Employee Benefits\***

* 38 days holiday (including bank holidays)
* Pension scheme
* Employee Assistance Programme
* Free lunch on each day worked (when the kitchen is open)
* Travel loan scheme (bus and bike)
* Free eye tests and a contribution towards new lenses/glasses if your prescription has changed (for VDU users)
* Flu jab (reimbursement)
* Staff social events
* Free entrance to The University of Oxford Botanic Gardens
* Free entrance to Harcourt Arboretum
* Free membership (via application) to Wytham Woods
* Free access to visit the 45 Colleges that make up Oxford University plus University Libraries
* Free membership of the University Club (social, sporting and hospitality club)
* Free entrance to University museums

**Retail**

* 10% discount at Ashmolean Museum Café and shop
* 10% discount at Bodleian Library shop
* 10% discount at OUP bookshop
* 15% off at Blackwell’s bookshop in Oxford
* Discounts online and in local shops via following the link<https://hr.admin.ox.ac.uk/discount-codes>
* Discounts on over 100 national brands by applying for a FREE TOTUM Discount card
* Discount on retail, food and fitness via applying for a UNiDAYS account
* Discount on retail, food and fitness via applying for a Student Beans account
* Discount at Howdens Oxford quoting Oxford University

**Fitness**

* Discounted membership to University sports facilities, Iffley Road
* Discounted membership to the University Club, Mansfield Road (social, sporting and hospitality club)
* Up to 30% discount at various gyms via student membership app UNiDAYS

**Healthcare**

Discounted private healthcare via Eduhealth<https://www.eduhealth.co.uk/oxford-university>

**IT Software**

* Free Office 365 software download on up to 5 devices
* Free antivirus software

**Training and Development**

* Free access to hundreds of online training courses

\*Please note that with the exception of holidays and pension provision, the benefits listed are non-contractual and may be subject to change or withdrawn.