



## Red Bee Media Limited

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### JOB SPECIFICATION

**Job Title: Security Engineer**

**Base: Broadcast Centre, London**

**Grade: 8D**

**Contract: Permanent**

#### **Job Purpose**

The role of Security Engineer is to facilitate the operational and administrative aspects of Red Bee's IT security requirements. Whilst the role is part of the Network and Security Platform team, responsibility extends through both the IT and Delivery strands of Technical Support Team, taking in all 'business as usual' systems. Implementation of project work is also required.

#### **Reporting Lines and Key Relationships**

The Principle Security Engineer reports to the Network and Security Platform Manager. The role requires the development of a strong working relationship with all Duty Engineering Managers, the Technical Manager (Delivery), the Delivery Platform Manager, the Operational Development Manager, and the Principle Security Specialist. Additionally, the role requires development of strong relationships throughout the business with staff such as Project Managers and Technical Managers.

#### **Context**

Red Bee Media specialises in the delivery and promotion of digital media and offers the complete range of services required to promote, playout and provide access to broadcast content across all media, from television to mobile phones. With over 1000 staff in London and almost 100 around the UK and revenues in excess of £100million, Red Bee Media is the largest playout and channel management business in the UK, providing critical services to a number of broadcasters including the BBC, UKTV, Channel 4 and Five.

Initially focussed within the UK, Red Bee Media has successfully won business globally and is developing plans to expand in Europe, Asia and the USA – wherever possible using its state-of-the-art Broadcast Centre based in West London.

Please log onto [www.redbeemedia.com](http://www.redbeemedia.com) for further information.

## Key Accountabilities

### Technical Work:

- Apply and enforce systems security processes, policies and tools as defined by the Principle Security Specialist, across the business to protect the integrity of systems and to ensure full compliance with corporate and legal requirements
- Have technical sign off responsibility for Change Controls (where appropriate)
- Responsible for ensuring the live environment is available to the business and is not compromised by project developments
- Perform security risk assessments and recommend (via Network and Security Platform Manager), measures to deal with identified risks
- Manage security infrastructure including firewalls, remote access systems, intrusion prevention devices, proxies and antivirus tools etc and support Tech Support team and business managers on security issues
- Record and investigate information security incidents. Provide reporting to Network and Security Platform Manager, recommend actions, and implement solutions defined by the Principle Security Specialist
- Carry out the implementation of systems security projects to achieve improvements and solve problems applying appropriate change control procedures throughout
- Implement and maintain security policies as defined by the Principle Security Specialist
- Carry out security reporting as requested by the Network and Security Platform Manager. In conjunction with the Principle Security Specialist implement monitoring controls, tracking and reporting
- Where necessary implement new tracking systems, and carry out ongoing updates of information pertaining to security infrastructure including but not limited to physical server location, OS, patch level, and AV solution etc

### Supplier Management:

- Develop a good relationship with all key suppliers and ensure product roadmaps are understood and communicated where relevant to others members of the team

### Service Management:

- Follow ITIL standards relating to incident management, problem management, change management and configuration management

### Self Development:

- Keep abreast of all current and relevant security issues and developments including but not limited to latest weaknesses on hardware and software platform in use by Red Bee, latest threats, current available Supplier patches etc

### Business Interaction:

- Act as a champion within the business for issues relating to IT Security.
- Raise awareness and drive up conformity to business requirements and policies
- Assist in the operational aspects of Business Continuity Planning
- Have responsibility for reviewing TDA (technical design authority) and ODA (operational design authority) items
- Assess new requirements and highlight risks to the business so informed decisions can be made

### **Tech Support Team Interaction:**

- When requested to do so by the Principle Security Specialist, provide concise and detailed plans for the Shift Teams regarding the roll out of urgent patches and updates. Monitor progress, assist in the necessary change control procedures, and fully update all records as changes are made. Provide detailed reporting and timescale information for the Network and Security Platform Manager regarding progress of any given roll out.

To additionally, assist in the planning and execution of projects.

### **Person Specification**

#### **Experience and Knowledge**

A range of the following experience and knowledge areas is required:

- At least 5 years experience of security in a large, structured, enterprise environment
- Good understanding of TCP/IP and networking technologies/protocols
- Good experience and strong knowledge of a wide range of security technologies including:
  - Checkpoint VPN-1
  - Juniper firewalls
  - Crossbeam X-Series
  - Symantec SGS firewalls
  - Bluecoat
  - Tipping Point IPS
- Knowledge of Foundry, Infoblox or SNMPc advantageous
- The ability to use and update formalised knowledge management systems
- Experience of working in an environment which follows strict change control policies
- Experience of ITIL Service Management principles
- Well developed team skills with the ability to organise and prioritise work to ensure deadlines are met
- Good interpersonal skills with the ability to liaise effectively with different levels and audiences.
- UNIX / Linux Operating Systems
- Microsoft Operating Systems
- Server, PC and Mac hardware and software

## **Skills and Behaviour**

- A high level of interpersonal skills and the ability to communicate tactfully and persuasively with a wide range of people
- Takes a keen interest in and keeps up to date with latest changes and developments in IT security
- Ability to work as an effective member of a team, but also capable of carrying out tasks unsupervised
- Able to inspire confidence in all customers of the Tech Support department, whether internal or external.
- Able to appreciate and where appropriate accommodate the sometimes competing priorities of 'ideal' security solutions versus the other priorities of the business such as cost and service interruption etc.
- Strong understanding of the need to maintain good records of system configuration and other associated documentation. Able to prepare such documents and champion their use and maintenance within the department.
- Understands and follows Red Bee defined change management processes.
- Appreciates the unique nature of a live broadcast environment.

## **Competencies**

**Technical Skills** - with the methodologies, operational and manual skills appropriate for a senior IT security role in a large business

**Flexibility and Innovation** - the ability to adapt to new situations and devise improvements to current situations. Can demonstrate the ability to apply skills and experience to new problems and areas of research.

**Analytical Thinking** - capability of original thinking, an enquiring mind with established analytic investigative skills. An ability to make judgement necessary to choose the best solutions to engineering problems

**Organisation and Planning** - time and resource management skills to develop appropriate methods of working to meet the demands of the role.

**Working with others** - the ability to work co-operatively and supportively with others

**Self-development and Self-motivation** - working continuously and proactively to develop the knowledge and skills required.

**Communication Skills** - the ability to give and receive information in order to further knowledge and understanding and to present and promote our work.

**Commitment and Resilience** - taking ownership of work problems and maintaining a high level of performance in the face of pressure. Can demonstrate an approach to work that is characterised by commitment, motivation and energy.

*(A job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved).*