

Job Title:	Cyber-Security Internship	Number of roles:	1 (one)
Department/Group:	ASSI	Date of Job Evaluation	6 April 2024
Current job grade	TBC	Line manager view of job grade:	Appropriate for the role.
Core Responsibilities – Which are the core responsibilities of the role? Include key areas of contribution/delivery, scope of project ownership/management and typical planning horizons.			
<p>Core Responsibilities</p> <ul style="list-style-type: none"> • Conduct research into the principal risks and threats posed by cyber-risks in the areas of Air Traffic Management systems, international digital communications, aviation security and data storage. • Cooperate with other relevant, technical specialists and staff (e.g UK National Cyber Security Centre) and the UK Civil Aviation Authority (CAA) Cyber Risk Group. • Develop a written risk profile and mitigations which are specific to the operational needs of ASSI to enable the company to implement practical solutions. • Support the ASSI Cyber Security Policy Lead in the development of regulations, guidance, training, and support materials. • Support the ASSI lead on the Internal Systems Project in identifying system owners and ensuring adequate mitigations are in place to protect ASSI internal systems from cyber threats. • Produce a guidance document on Cyber Security initiatives and best practice for use internally and for dissemination to the UK Overseas Territories. 			
Decision Making – What’s the degree of complexity of decisions role holders have to make on a day-to-day basis? How much discretion/autonomy are they allowed? Which decisions require escalation to a more senior level?			
<ul style="list-style-type: none"> • Within this specific area, the post holder has the autonomy to make decisions on day-to-day matters of a technical nature using their technical knowledge, judgement and discretion. • The role holder is routinely expected to liaise and interact effectively with external international regulatory authorities (for example, the FAA), service providers and other government agencies on matters which may be complex. • The post holder will refer decisions which require a change in Policy, extensive modification of standard procedures, matters which may generate media interest or have an impact on ASSI’s reputation to a more senior level. 			
Influencing – What’s the nature of interaction/communication required of the role? How much relationship building/negotiating/influencing is required? What’s the profile of individuals role holders are typically expected to interact with?			
<ul style="list-style-type: none"> • Working closely with colleagues, develop guidance material and additional requirements relating to Cyber Security and allied areas. • Develop good working relationships with international regulatory authorities, ICAO and the UKCAA staff to foster an open and cooperative approach thereby facilitating acceptance of a common standard. • Post holders will typically interact with individuals from all backgrounds. 			

- Relationship building and influencing is a fundamental requirement of the role. Post holders are expected to show sensitivity; particularly when dealing with matters of a cultural, racial or political nature.

Management – What’s the degree of line management, coordination and/or support offered to colleagues that is expected of someone in this role? What’s the profile of individuals that would report directly or indirectly into the role?

- This role does not have any line management responsibilities.

Other information important for grading this role

- Studying for or successfully completed a first or master’s degree, in a technical, mathematics, Information technology or science-based subject.
- It is desirable that the post holder has a demonstrable interest in aviation and related topics.

Other contributors roles if applicable

- Aerodrome Inspector, ATS Inspector and CNS Inspector.