

# Senior infrastructure and security manager

**Directorate**  
Operations

**Team**  
IT

**Reporting manager**  
Head of IT

**Direct reports**  
Senior IT Engineer

## Our charity

We're Breast Cancer Now, the research and support charity. We're the place to turn to for anything and everything to do with breast cancer. However you're experiencing breast cancer, we're here.

The brightest minds in breast cancer research are here. Making life-saving research happen in labs across the UK and Ireland. Support services, trustworthy breast cancer information and specialist nurses are here. Ready to support you, whenever you need it. Dedicated campaigners are here. Fighting for the best possible treatment, services and care, for anyone affected by breast cancer.

Why? Because we believe that by 2050, everyone diagnosed with breast cancer will live – and be supported to live well. But to create that future, we need to act now.

## Overview of the directorate

The operations directorate provides professional support services for the organisation. Its role is to enable teams to achieve our strategic objectives and accelerate impact towards our long-term goals and achieving our vision. We do this through the development of commercial opportunities, legal compliance, finance, IT and facilities, business planning, people and organisational development, impact evaluation, insight gathering, innovation and strategy delivery

The IT team is responsible for the development, management and maintenance of IT across all Breast Cancer Now offices. This includes the data centre, servers, printers, copiers, applications, telecoms, mobile communications, and IT security.

## Job purpose

- Lead the technical design, delivery and implementation of Breast Cancer Now's IT infrastructure. With a key focus on a modern secure architecture across network, systems and endpoints.

- Act as a technical lead and advisor across organisational projects, business continuity, disaster recovery, cloud optimisation and enterprise security.
- Lead continuous improvement efforts, focusing on a forward-looking view of emerging threats and technology opportunities.
- Work with the Head of IT to set the vision and strategy for IT Infrastructure and Security.
- Lead the delivery of infrastructure and security projects, working inline with Agile delivery methodologies and organisational best practices.
- Adopt a flexible approach in a changing environment and be prepared to travel throughout the UK and to work varying hours where needed.
- To act on behalf of the Head of IT during their absence or busy periods, where appropriate.

### **Key tasks and duties**

- Lead the full lifecycle management of Breast Cancer Now's infrastructure estate, including cloud (Azure), on-premises systems, virtualisation, networking, storage, monitoring and disaster recovery.
- Design and deliver cloud and hybrid architectures that prioritise scalability, security, performance, and cost-efficiency, encompassing IaaS, PaaS and SaaS.
- Ensure resilient and secure networking infrastructure, managing technologies such as firewalls, VPNs, LAN/WAN, DNS/DHCP, TCP/IP and network segmentation.
- Oversee performance, reliability and capacity management across all infrastructure components, ensuring systems are robust, monitored and documented.
- Define and maintain infrastructure standards, architecture diagrams, documentation and operational runbooks.
- Identify and drive opportunities for infrastructure cost optimisation, automation and modernisation.
- Collaborate with cross-functional teams and third-party providers to support the delivery of infrastructure services across the organisation.
- Develop and maintain an organisation-wide security framework aligned with best practices (e.g. Cyber Essentials Plus, NCSC, ISO27001).
- Manage risk assessments, threat modelling and security reviews of IT systems, infrastructure and suppliers.
- Act as technical lead for major incident response and cyber defence activities, ensuring appropriate playbooks, detection and response capabilities are in place.
- Provide expert input on complex incidents, acting as an escalation point and leading post-incident reviews for infrastructure and security related incidents.
- Promote a culture of cyber awareness across the organisation through stakeholder engagement and training programmes.

- Develop and maintain long-term infrastructure and security roadmaps alongside the Head of IT.
- Contribute to IT strategy development, budget planning and investment prioritisation alongside the Head of IT.
- Act as the subject matter expert across strategic initiatives, audits, and external reviews.
- Maintain oversight of infrastructure and cybersecurity operational risks, controls and metrics, reporting regularly to the Head of IT.
- Mentor and guide the Infrastructure & Security team, fostering a high-performing, secure-by-design culture within the IT function.
- Take ownership over cost tracking for IT infrastructure, providing the Head of IT with regular updates on budget adherence, cost optimisation and investment opportunities.
- Adhere to all Breast Cancer Now's policies and procedures.
- Any other duties within the scope and remit of the role, as agreed with your manager.

# Person specification

## Qualifications and experience

It's **essential** for you to have the following:

|                                                                                                                                                                                                          | Method of assessment |           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------|
|                                                                                                                                                                                                          | Shortlist            | Interview |
| Experience leading an IT infrastructure function, in a similar role or demonstrable, transferable skills acquired from other roles.                                                                      | X                    | X         |
| Experience of managing staff, setting clear objectives and being responsible for their growth and development.                                                                                           | X                    | X         |
| Experience of leading the design, implementation, and maintenance of IT infrastructure (cloud, hybrid and on-prem).                                                                                      | X                    | X         |
| Experience of delivering infrastructure transformation projects, including on-prem to cloud migrations.                                                                                                  | X                    | X         |
| Hands-on experience managing enterprise infrastructure technologies across networking, storage, identity and access management, email, security, backup & replication, disaster recovery and monitoring. | X                    | X         |
| Strong hands-on experience with networking technologies including firewalls, VPNs, LAN/WAN, DNS, DHCP, TCP/IP, Virtualisation and network segmentation.                                                  | X                    | X         |
| Hands-on experience implementing and managing a range of enterprise security technologies and tools such as SIEM, IDPS, Endpoint Protection, XDR, MDM, Vulnerability Management etc.                     | X                    | X         |
| Strong experience with cloud and hybrid environments, particularly Microsoft Azure (IaaS, PaaS, networking, storage, compute, identity, security, monitoring)                                            | X                    | X         |
| Significant experience across Microsoft services such as Windows Server, Intune, Autopilot, Entra ID, Defender, AD, Purview, Exchange, SharePoint, VM's, Site Recovery etc.                              | X                    | X         |
| Experience establishing and maintaining security frameworks, ensuring alignment to standards such as Cyber Essentials Plus and NCSC guidance.                                                            | X                    | X         |
| Experience managing security assessments and compliance activities, including penetration testing, vulnerability management and audits.                                                                  | X                    | X         |
| Experience working with and managing a portfolio of third-party infrastructure suppliers and contracts.                                                                                                  | X                    |           |

It's **desirable** for you to have the following:

|                                                                                                                                                                                                              | Method of assessment |           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------|
|                                                                                                                                                                                                              | Shortlist            | Interview |
| Specific experience in technologies such as VMware, vSphere, vCentre, Veeam, Cisco Meraki, Fortinet Fortigate, Checkpoint, SAN/vSAN (StarWind), Cloudflare, Logic Monitor, KeepIT, Rapid 7, MiCollab, Kandji | X                    |           |
| Qualifications in relevant areas such as Azure, Windows Server, ITIL 4, Project Management, Networking and Security.                                                                                         | X                    |           |
| Experience with scripting or infrastructure automation (Powershell)                                                                                                                                          | X                    |           |

### Skills and attributes

It's **essential** for you to have the following:

|                                                                                                                                                                                        | Method of assessment |           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------|
|                                                                                                                                                                                        | Shortlist            | Interview |
| Excellent interpersonal skills with the ability to build and sustain strong stakeholder relationships in fast-moving, complex environments.                                            | X                    | X         |
| Exceptional written and verbal communication skills, with the ability to explain technical concepts clearly and appropriately to a range of audiences.                                 | X                    | X         |
| Strong analytical and problem solving skills. With the ability to evaluate and analyse new technologies to determine their applicability to solving key business challenges and needs. |                      | X         |
| A proactive, hands-on approach, comfortable with ambiguity and operating in a fast-paced, dynamic environment.                                                                         |                      | X         |
| Self-motivated with a positive attitude, bringing energy, resilience, and a focus on continual improvement. Being a strong team player with an open and collaborative mindset.         |                      | X         |
| Excellent time management, prioritisation and organisational skills.                                                                                                                   |                      | X         |
| Ability to design secure, scalable, and resilient IT infrastructure architectures.                                                                                                     | X                    | X         |

## Knowledge

It's **essential** for you to have the following:

|                                                                                                                                     | Method of assessment |           |
|-------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------|
|                                                                                                                                     | Shortlist            | Interview |
| In-depth knowledge of Microsoft Azure and hybrid cloud technologies (IaaS, PaaS, storage, compute, identity, security, monitoring). | X                    | X         |
| Strong understanding of enterprise infrastructure components such as networks, firewalls, DNS/DHCP, VPNs and Virtualisation.        | X                    | X         |
| Knowledge of IT disaster recovery and business continuity planning.                                                                 | X                    |           |

It's **desirable** for you to have the following:

|                                                                                                            | Method of assessment |           |
|------------------------------------------------------------------------------------------------------------|----------------------|-----------|
|                                                                                                            | Shortlist            | Interview |
| Understanding of Agile delivery methodologies and how they apply to IT Infrastructure delivery.            | X                    | X         |
| Knowledge of security auditing and compliance standards, GDPR, PCI-DSS & ISO27001                          | X                    |           |
| Knowledge of emerging security technologies such as AI-driven threat detection or blockchain for security. | X                    |           |

# Role information

## Key internal working relationships

You'll work closely with the following:

- Infrastructure team
- Head of IT, other Head's of and managers
- All other directorate and teams

## Key external working relationships

You'll work closely with the following:

- A large portfolio of IT suppliers, vendors and managed service providers
- IT consultancy companies

## General information

|                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Role location and our hybrid working model</b> | <p>This role is based in our London, Sheffield or Cardiff office. However, our hybrid working model allows you to work up to 3 days per week at home.</p> <p>The other days will be primarily based in:</p> <p>6<sup>th</sup> Floor, The White Chapel Building, 10 Whitechapel High Street, London E1 8QS (open Monday to Friday)</p> <p>St James House, Vicar Lane, Sheffield S1 2EX (open Monday to Thursday)</p> <p>or</p> <p>Tudor House, 16 Cathedral Road, Cardiff CF11 9LJ (open Monday to Thursday)</p> |
| <b>Hours of work</b>                              | 35 per week, Monday to Friday                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Contract type</b>                              | Permanent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Medical research</b>                           | We fund medical research of which some may involve the use of animals. Our aim is to save lives and our research using animals is only when there's no alternatives.                                                                                                                                                                                                                                                                                                                                            |
| <b>Conflict of interests</b>                      | You'll be obliged to devote your full attention and ability to your paid duties. You shouldn't engage or participate in any other business opportunity, occupation or role (paid or non-paid) within or outside of your contracted hours of work which could impair your ability to act in the best interests                                                                                                                                                                                                   |

|                                                          |                                                                                                                                                                              |
|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                          | or prejudice the interests of the charity or the work undertaken.                                                                                                            |
| <b>Immigration, Asylum and Nationality Act 2006</b>      | You shouldn't have any restrictions on your eligibility to indefinitely work or reside in the UK.                                                                            |
| <b>Our commitment to equity, diversity and inclusion</b> | We're committed to promoting equity, valuing diversity and creating an inclusive environment – for everyone who works for us, works with us, supports us and who we support. |

## How to apply guidance

We hope you choose to apply for this role. In support of your application, you'll be asked to submit your **anonymised** CV which means removing all sensitive personal information such as your name, address, gender, religion and sexual orientation. You're also asked to provide a supporting statement. When doing so please ensure you refer to the essential criteria on the person specification and clearly provide as much information as possible with examples to demonstrate how and where you meet the criteria.

Job description dated September 2025

Find out more about us at  
[breastcancernow.org](https://breastcancernow.org)

**BREAST  
CANCER  
NOW** The research &  
support charity