



POSITION DESCRIPTION

Position Title:	Manager Personnel Security
Cluster / Business Unit / Division	Nuclear Security and Nuclear Safeguards
Section or Unit:	Nuclear Security
Classification:	Band 7
Job Family:	Intelligence
Position Description Number:	PD - 0924
Work Contract Type:	Professional
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The Manager Personnel Security is responsible for the day-to-day management of personnel security vetting, administration of security and Lucas Heights Reception services. Key objectives include leading the personnel security vetting program, maintain personnel security platforms, procedures, and forms in addition to managing site access requirements, visitor processing and escorting requirements. The Manager Personnel Security is also responsible for providing personnel security advice on the suitability and eligibility of individuals, ongoing suitability and separation to the Senior Manager Nuclear Security, to ensure ANSTO meets its regulatory obligations and the Protective Security Policy Framework.

ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

The Nuclear Safety, Security and Stewardship Division incorporates High Reliability (Safety), Nuclear Security and Safeguards and the Nuclear Stewardship science and technology platform. The Group provides critical enabling functions for ANSTO ensuring operational compliance for a range of regulators as well providing a range of mandated services to federal and state government departments and agencies.

The Nuclear Security and Safeguards Business Area (NSNS) administers the nuclear security system at ANSTO, provides for the general security of the Organisation and the additional requirements to secure nuclear material and radioactive sources in the Organisation's control. ANSTO's strategy includes the Nuclear Security & Nuclear Safeguards as one of the organisational imperatives. ANSTO's security management is planned and implemented to protect our people, information, assets and reputation from harm caused by malicious acts, with emphasis on preventing misuse of nuclear and other radiological material.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

The key accountabilities for this position include:

- Lead the functional teams under Personnel Security including Reception Services, Security Administration and Security Assessment associated with the delivery of personnel security vetting services, Lucas Heights reception and administration for all ANSTO staff and non-employees including visitors.

- Lead the implementation of ANSTO's *Insider Threat Mitigation Strategy* managing ANSTO's ongoing suitability and trustworthiness programme including ongoing security assessments, reviews, separations, revalidations and re-evaluations of cleared personnel.
- Maintain a procedural a framework that ensures compliance with regulatory requirements, Australian Government and international standards, and global best practice.
- Review decisions made by the Personnel Security team to ensure evidenced based recommendations and risk assessments that may have a bearing on a security clearance is recorded.
- Leading programs that shape ANSTO's security culture by understanding and acting on contemporary threats and opportunities, sharing information at speed and scale, and achieving behavioural change through communications and influence.
- Building future organisational capability and anticipate and respond to external drivers which may impact ANSTO's security operational framework.
- Provide mentoring, advice, leadership and guidance to team members, including multi-skilling of team members and cross-functional transfer of information and skills. Provide specialised security advice to the Senior Manager Nuclear Security and the Chief Security Officer regarding threats, challenges procedures, compliance and security service level metrics;
- Foster and develop relationships with key stakeholders and line mangers, to improve utilisation and service delivery whilst achieving effective security outcomes.
- Manage sensitive information with confidentiality and tact, to ensure that all information is managed and handled in a professional and appropriate manner.
- Lead or manage one or more major projects or tasks within projects.
- Undertaking additional duties as required and during periods of leave or absence of other staff;

Decision Making

- The position works within a framework of legislation, policies, professional standards and resource parameters. Within this framework the position has a high degree of independence in determining how to achieve objectives of the unit, deciding on methods and approaches, operations, project planning and allocation of resources.
- Under broad direction, the position works flexibly, individually and as a divisional leader, to assist with the delivery of a range of operational and strategic activities and projects.
- The ANSTO values, organisational corporate plan, organisational excellence program, the NSNS strategy and objectives provide context for the position.
- The position applies expertise in making assessments and predictions to support decision making through a variety of tasks from intelligence functions to strategic reporting on threats and challenges to ANSTO.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided to their customer groups (managers, employees & stakeholders). Applying sound judgement, common-sense and relevant technical expertise to identify, analyse and make recommendations on suitability of prospective and existing employees to hold a security clearance for employment.
- Determine key work priorities and work plans in consultation with the Manager Nuclear Security (Agency Security Advisor), Senior Manager Nuclear Safeguards and Chief of People PCS on complex, sensitive and major issues that have a significant impact on ANSTO.
- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

Key Challenges

The major challenges for this position include:

- Meeting business expectations regarding security clearance turn-around times whilst onboarding employees and non-employees in a secure manner.
- Challenge established ways of working in favour of a more productive approach. Think laterally, modify designs and apply new innovative techniques to add value to the group;
- Successfully applying a change management program across all functions of the unit that is focused on business and customer needs and expectations.
- Manage the provision of a range of business services in an environment where workloads can be difficult to predict;
- Ensure effective communication of changes as a result of Security process changes/developments;
- Develop a solid working knowledge of and relationships with the major contractors and the various divisions across ANSTO to ensure the delivery of effective business support services;
- Ensure full compliance with the quality and environmental frameworks, safety procedures and standards, regulatory requirements and management principles;
- Contribution to continuous improvement efforts in the delivery of products, services and facilities;
- To facilitate a culture and management change program across the organisation that results in security being considered a positive contributor to ANSTO operations.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Senior Manager Nuclear Security	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence-based advice • Staff engagement and quality recruitment • Manage, negotiate, and report on budgets and resources consistent with strategic plans and goals • Recommend and gain endorsement for plans and goals and other initiatives
Direct Reports	<ul style="list-style-type: none"> • Provide guidance and professional support • Set performance requirements and manage performance and facilitate their ongoing professional development • Engage to monitor trends, performance and progress against the strategic plan and evaluate further support which may be required to ensure delivery against the plan • Negotiate and resolve conflicts
Internal Stakeholders ANSTO Executive and Management Nuclear Precinct NST User Office Engineering and Capital Programs ANSTO Project Managers Strategic Communications & Government Relations	<ul style="list-style-type: none"> • Maintain collaborative relationships • Provide expert strategic advice to influence decisions regarding business initiatives including innovation, change and business improvement. • Engage and consult regularly to identify security requirements and customer expectations in determining key work priorities ensuring customer focused outcomes are achieved. • To facilitate a culture and management change program across the organisation that results in security being considered a positive contributor to ANSTO operations.
External	
AGSVA, ARPANSA, ASNO, Attorney Generals, AGSVA, IAEA	<ul style="list-style-type: none"> • To maintain ANSTO's Security system and deliver day to day security services and design security measures to meet organisational needs.

AFP, NSWPOL, ACIC, Security Service Providers

- Ensure full compliance with the quality and environmental frameworks, safety procedures and standards, regulatory requirements and management principles;

POSITION DIMENSIONS

Staff Data

Reporting Line	Reports to Senior Manager Nuclear Security Direct Reports
Direct Reports	10 FTE consisting of Personnel Security Advisors and Receptionists. This role also manages additional contract personnel commensurate with organisational demand.

Special / Physical Requirements

Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time Potential travel internationally
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Public speaking
Radiation areas:	May be required to work in radiation areas under tightly regulated conditions
Hours:	Willingness to work extended and varied hours based on operational requirements and to perform additional duties as required
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain Negative Vetting 2 (NV2) National Security Clearance

Workplace Health & Safety

Specific role/s as specified in AG-2362 of the ANSTO WHS Management System	All Workers Officer (definitions found in appendix A of AP-2362) Manager Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
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ORGANISATIONAL CHART

Provided separately

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree or higher in management, security or other relevant discipline or equivalent experience.
2. Demonstrated leadership skills and experience managing a cross-functional operational, specialised and customer service team.
3. Extensive experience implementing change management program/s including process and product improvement and effectiveness.
4. Management experience within a high-level security or highly regulated organisation.
5. Ability to translate divisional strategies into plans and actions and objectives.
6. Knowledge of Commonwealth Government protective security policy framework, personnel security and privacy legislation, policy and regulatory obligations.
7. Superior customer relationship management skills.
8. Willingness and ability to foster and maintain productive working relationships.
9. Understanding and experience of handling sensitive and confidential information.
10. Strong verbal and written communication skills

VERIFICATION

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position.

Line Manager		Delegated Authority	
Name:	Chris Ristevski	Name:	Travis Van der Velden
Title:	Senior Manager Nuclear Security	Title:	Chief Security Officer
Signature:		Signature:	
Date:		Date:	