



POSITION DESCRIPTION

Position Title:	Personnel Security Advisor
Cluster / Business Unit / Division	Nuclear Security & Nuclear Safeguards
Section or Unit:	Security & Safeguards
Classification:	Band 3/4 Linked
Position Description Number:	PD-2018
Work Contract Type:	Administration / Professional

POSITION PURPOSE

The primary objective of the Personnel Security Advisor is to undertake personnel security screening and assessments, in line with Government regulations and ANSTO policy and procedures including specific administrative support services to the Security Division, ensuring ANSTO meets its regulatory obligations that are outcome based and customer focused.

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 Security and Nuclear Safeguards team combines strategic and transformational workforce development-focused teams and Work Health Safety (WHS) team with the Security and Safeguards team.

Security Client Services will contribute to the growth and viability of ANSTO through the provision of cost effective and professional services which ensure the protection of its people, information, assets and reputation whilst maintaining an ability to provide specialist advice to government, industry, academia and other organisations, when required.

The Personnel Security Advisor works within a team of receptionists and security service professionals with varying levels of experience and skills in security and customer service.

LINKED ROLE

As a linked role, it is the intention that this position will be initially recruited into the band 3 level of which the employee will develop and acquire the competence, skills, knowledge and experience, over a period of time, to competently operate at the Band 4 level.

Transition from Band 3 to Band 4 will occur following a recommendation from the Line Manager, assessment and approval from the Senior Leader and Group Executive. Transition is not automatic and compliance with each transition criteria will need to be demonstrated, documented, assessed and signed off.

ACCOUNTABILITIES & RESPONSIBILITIES

The key accountabilities for the Band 3 position include:

- Providing intermediately and administrative support functions to Band 3 Personnel Security Advisors in connection with ANSTO's security clearance process through accuracy and verification of information, follow-up of urgent requests; Reconciliation of databases and Personal Security Files, record management, archives, and reporting

- Undertake security counter duties and assist customers where possible including the issuing of security photo ID passes, JP services, advice related to the security clearance process and general security advice.
- Progress the on boarding security clearance process by administering and ensuring security documents and information provided is complete and verified (screened), in accordance with Australian Government standards;
- Assist in the provision of general security advice and guidance to all ANSTO work areas on all matters relating to ANSTO security in a timely manner;
- Administer systems such as SAP, HR-Onboard (security), VEVO, National Police Checking Service ensuring effective security and customer focused outcomes are achieved. Administer ANSTO's Electronic Access Control System (EACS) enabling physical access to ANSTO's staff and non-employees ensuring strict compliance with ANSTO's security policies and procedures.
- Coordinate large on boarding caseloads by actively engaging with key project activities and its stakeholders ensuring organisational objectives are met.
- Responsible for delivering high quality results through the effective and efficient planning in the management of time, working to tight deadlines and set objectives;
- Assist in developing good working relationships with all stakeholders by demonstrating a flexible, professional and positive attitude and a high standard of conduct and customer service
- Undertake other duties and projects as directed by management including reception coverage and supporting team members during periods of leave of these staff members;

In addition to performing all Band 3 key accountabilities, the key accountabilities for a Band 4 position include:

- Undertaking all facets of security assessment / vetting associated with the security clearance process for all ANSTO staff, contractors and visitors (delegates)
- Liaise with delegates, internal divisions and external agencies to ensure all information is gathered and assessed within appropriate timeframes, including taking the necessary action to resolve any adverse findings.
- Conduct ongoing security assessments, reviews, revalidations and re-evaluations of cleared personnel as part of ANSTO's ongoing suitability programme
- Prepare valid and defensible recommendations regarding suitability for security clearances ,make sound recommendations in support of an evidenced argument and risk assessment of all the circumstances that may have a bearing on the security clearance;
- Assist in the provision of specialist (personnel) security advice and general guidance to all ANSTO work areas on all matters relating to ANSTO security in a timely manner;
- Undertake referee checks and interviews for cause, where necessary;
- May be called upon to provide investigative services and support;
- Manage the assigned caseload to ensure priorities and strict deadlines are met;
- Assist in the training and ongoing development of other security staff such as Personnel Security Advisors (Band 3 Officers) and Receptionists;

Decision Making

- The positions are responsible for prioritising their own tasks and workloads within the context of agreed work plans and will consult with the Client Service Manager on complex, sensitive and major issues that have a significant impact on NSNS.
- The positions accountable for the accuracy, integrity and quality of the content of advice provided to their customer groups (managers, employees & stakeholders), and is required to ensure that decisions are based on sound evidence, but at times may be required to make effective judgements under pressure or in the absence of complete information or expert advice

- The positions work within a framework of legislation, policies, professional standards and resource parameters.
- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the NSNS strategy and NSNS objectives provide the context for the position.
- The levels of authority delegated to these positions 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).

At the Band 4 level, the Personnel Security Advisor is responsible for Decision Making for all of the above including the following:

- Relevant vetting associated with the security clearance process
- Ensure all information gathered is assessed and necessary action is taken to resolve any adverse findings.
- Recommendations, risk assessment and evidenced argument regarding suitability for security clearances.
- Communication with delegates, internal divisions and external agencies

Key Challenges

The major challenges for these positions include:

- Ensure effective communication of changes as a result of Security process changes/developments;
- 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 and services;
- To facilitate a culture across the organisation that results in security being considered a positive contributor to ANSTO operations.
- Manage the provision of a range of business services in an environment where workloads can be difficult to predict;

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence based advice on personnel security • Provide timely advice and reporting on personnel security related requests • Assist in organisational activities ensuring protection of ANSTOs people, information and assets
Work area team members	<ul style="list-style-type: none"> • Contribute to group decision making processes, planning and goals • Collaborate and share accountability • Provide advice and analysis on personnel security related matters • Negotiate and resolve conflicts
Internal Stakeholders	<ul style="list-style-type: none"> • Engage and consult regularly to identify security requirements and customer expectations in determining key work priorities ensuring customer focused outcomes are achieved.
<ul style="list-style-type: none"> • ANSTO staff and contractors • Business Unit administrators • HR Shared Services • NSTLI User Office 	<ul style="list-style-type: none"> • Provide advice and exchange information

<ul style="list-style-type: none"> Engineering and Capital Program – Project managers and contract supervisors
External
<ul style="list-style-type: none"> On-boarding applicants and members of the public Security service providers All other 3rd party providers engaged with ANSTO Other Commonwealth agencies

POSITION DIMENSIONS

Staff Data	
Reporting Line	The role reports to the Manager Client Services
Special / Physical Requirements	
Location:	Lucas Heights
Travel:	May be required travel to ANSTO sites from time to time May be required to undertake field work in remote locations
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Possibility to stand for long periods
Radiation areas:	May be required to work in radiation areas under tightly regulated conditions Perform duties in an area where radioactive materials are handled under tightly controlled safety conditions Perform duties with and in an area where hazardous chemicals or materials are handled under tightly controlled safety 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 1 (NV1) National Security Clearance

Workplace Health & Safety	
Specific role/s as specified in <u>AG-2362</u> of the ANSTO Management System	All Workers Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

ORGANISATIONAL CHART

On file.

KNOWLEDGE, SKILLS AND EXPERIENCE

The knowledge, skills and experience requirements for the Band 3 position include:

- Tertiary qualification (minimum Cert III) in relevant discipline or equivalent experience;
- Extensive experience in an Administrative and or customer service focused role;
- High level of computer literacy including experience in MS Office package and database systems;
- Demonstrated ability to work within strict policies and procedures;
- Sound analytical and problem solving skills coupled with an acute eye for detail;

- Experience in or exposure to either electronic access control systems, visitor management systems, SAP or enterprise business systems;
- Superior communication and interpersonal skills including a high level of tact, sensitivity, maturity and discretion coupled with strong written skills;
- Highly self-motivated, demonstrated flexibility in approach to work and able to manage time effectively; and
- Personal qualities that add value to working effectively in a small team operating in a high level client service environment.
- The ability to effectively manage time, priorities and work to tight deadlines.
- Show initiative and a willingness to expand work skills by learning and training in all aspects of security to enable multi-skilling across the team;
- Work towards completion of a Certificate IV in Personnel Security;

In addition to demonstrating strong knowledge, skills and experience at a Band 3 level, the Band 4 position also requires:

- Certificate III or IV in Personnel Security (Vetting) or ability and willingness to gain this certification;
- Experience in the Australian Government Protective Security Policy Framework (PSPF).
- Demonstrated experience in a professional investigative, risk management or analysis environment would be highly desirable;
- Sound analytical and problem solving skills to evaluate conflicting evidence and quickly be able to identify problem areas for further investigation;
- Proven ability to make critical judgements and decisions, observe and enforce protocols;

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:	Protective Security Manager Nuclear Security & Nuclear Safeguards	Title:	Chief Security Officer, Nuclear Security & Nuclear Safeguards
Signature:		Signature:	
Date:		Date:	

Transition Checklist – Next page

Appendix : Transition Checklist

Personnel Security Advisor - Linked Role (PD-0993)	
Band 3 to Band 4 Transition Checklist	
Note: Full written submission demonstrating and justifying how the employee meets the requirements must also be attached.	
Name:	
Commencement Date:	
Assessment Date:	

Requirements for transition	Met Criteria
<ul style="list-style-type: none"> Performing Band 3 accountabilities, as described in this PD (or equivalent experience in a similar environment). Performing Band 3 accountabilities as described in this PD (or equivalent experience in a similar environment). Demonstrated behaviours and ability to independently and responsibly perform all Band 3 and Band 4 accountabilities - through exercising sound individual judgement that will not challenge the safety and reliability of the facilities and meet all regulatory requirements. 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Demonstrated experience or competency in:</p> <ul style="list-style-type: none"> Certificate III or IV in Personnel Security (Vetting) or ability and willingness to gain this certification; Experience in the Australian Government Protective Security Policy Framework (PSPF). Sound analytical and problem solving skills to evaluate conflicting evidence and quickly be able to identify problem areas for further investigation. Proven ability to make critical judgements and decisions, observe and enforce protocols. Assist in the training and ongoing development of other security staff such as the lower band Personnel Security Advisors and Receptionists. Undertaking all facets of security assessment / vetting associated with the security clearance process for all ANSTO staff, contractors and visitors (delegates). Proven, highly developed, effective oral and written communication skills, with ability to work effectively with people at all levels across a wide range of departments. Demonstrated track record of working in projects that improve the operability of the client service team and its ability to meet KPIs, including delivering tasks on timely schedules. 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
Sustained commitment to demonstrating a proactive attitude and practical application of ANSTO values.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Completion of all training requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Line Manager to attach a written submission demonstrating and justifying how the employee meets each of the requirements.

Line Manager

I have reviewed the employee's competence in accordance with Linked Role 3 and certify that the employee meets all requirements for transition and recommend transition from Band 3 to Band 4 be endorsed.

Line Manager Name:	
Signature:	
Date:	
Recommended Date of Transition:	

Approvals**Group Executive Approval**

I have reviewed all information and approve transition from Band 3 to Band 4.

Group Executive Name:	
Signature:	
Date:	
Effective Date of Transition:	