



## POSITION DESCRIPTION

<b>Position Title:</b>	Senior Personnel Security Advisor
<b>Cluster / Business Unit / Division</b>	Nuclear Safety, Security and Stewardship
<b>Section or Unit:</b>	Nuclear Security & Nuclear Safeguards
<b>Classification:</b>	Band 5
<b>Job Family</b>	Security & Intelligence
<b>Position Description Number:</b>	PD-2373
<b>Work Contract Type:</b>	Professional
<b>STEMM/NON-STEMM:</b>	NON-STEMM

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### POSITION PURPOSE

The primary objective of the Senior Personnel Security Advisor is to lead personnel security screening and assessment functions, 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.

The Senior Personnel Security Advisor is responsible for the training and mentoring of Band 4 Personnel Security Advisors who are undertaking all facets of the security assessment / vetting associated with the security clearance process. Other responsibilities include undertaking quality assurance, the prioritisation of applications, reporting analysis and, with the support of the Personnel Security Manager, driving best practice in all aspects of Personnel Security.

### 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 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 Division (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

The key accountabilities for the position include:

- Providing training and mentoring to Personnel Security Advisors in connection with ANSTO's security vetting process.
- Assist in the provision of expert personnel security advice and guidance to all ANSTO work areas on matters relating to personnel security in a timely manner;

- Undertaking quality and assurance of the vetting process ensuring the delivery of effective security outcomes, including the provision of guidance, support and the approval of complex cases.
- During periods of high security clearance volumes, undertake all facets of security assessment/vetting associated with the security clearance process.
- Supporting the Personnel Security Manager in 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.
- Being called upon to provide investigative services and support;
- Assist in the training and ongoing development of other security staff such as Personnel Security Advisors (Band 3) and Receptionists;
- Undertake other duties and projects as directed by management including supporting team members during periods of leave of these staff members;

### **Decision Making**

The Senior Personnel Security Advisor is responsible for Decision Making as follows:

- The position is responsible for prioritising their own tasks and workloads within the context of agreed work plans and will consult with the Personnel Security Manager and Senior Manager, Nuclear Security on complex, sensitive and major issues that have a significant impact on NSNS.
- The position is 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.
- Working flexibly, individually and as a leader within Personnel Security, to assist with the delivery of operational activities and projects.
- Relevant vetting associated with the security clearance process
- Recommendations, risk assessment and evidenced based argument regarding suitability for security clearances.
- Communication with delegates, internal divisions, and external agencies.
- The position works within a framework of legislation, policies, professional standards and resource parameters.
- The ANSTO values, organisational corporate plan, Integrated Business Plan (IBP) program, the NSNS strategy and objectives provide the context for the position.
- 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 challenge for this position includes:

- Ensure effective communication of changes with Internal Stakeholders 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
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>• Receive guidance and direction</li> <li>• Provide expert, authoritative and evidence-based advice on personnel security</li> <li>• Provide timely advice and reporting on personnel security related requests</li> <li>• Assist in organisational activities ensuring protection of ANSTOs people, information and assets</li> </ul>
Work area team members	<ul style="list-style-type: none"> <li>• Contribute to group decision making processes, planning and goals</li> <li>• Collaborate and share accountability</li> <li>• Provide advice and analysis on personnel security related matters</li> <li>• Negotiate and resolve conflicts</li> </ul>
Internal Stakeholders <ul style="list-style-type: none"> <li>• ANSTO staff and contractors</li> <li>• Business Unit administrators</li> <li>• HR Shared Services</li> <li>• NSTLI User Office</li> <li>• Engineering and Capital Program – Project managers and contract supervisors</li> </ul>	<ul style="list-style-type: none"> <li>• Engage and consult regularly to identify security requirements and customer expectations in determining key work priorities ensuring customer focused outcomes are achieved.</li> <li>• Provide advice and exchange information</li> </ul>
<b>External</b>	
<ul style="list-style-type: none"> <li>• On-boarding applicants and members of the public</li> <li>• Security service providers</li> <li>• All other 3<sup>rd</sup> party providers engaged with ANSTO</li> <li>• Other Commonwealth agencies</li> </ul>	Provide intermediary support between external parties and Security Assessment Officers regarding accuracy and verification of information including the follow-up of urgent/complex requests.

## POSITION DIMENSIONS

Staff Data	
Reporting Line	The role reports to the Manager Personnel Security
Direct Reports	Nil
Indirect Report	Band 3/4 linked roles in mentoring and coaching

### 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 <a href="#">AG-2362</a> of the ANSTO WHS Management System	All Workers 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

On file.

### KNOWLEDGE, SKILLS AND EXPERIENCE

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

- Tertiary qualification (minimum Cert III) in relevant discipline or equivalent experience;
- A Certificate IV in Personnel Security (Vetting);
- Extensive experience as a Personnel Security Advisor (Band 4);
- High level of computer literacy including experience in MS Office package and database systems;
- Demonstrated ability to work within strict policies and procedures;
- Experience in 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.
- Demonstrated experience in a professional investigative, risk management or analysis environment;
- Demonstrates strong analytical and problem-solving skills, coupled with an acute attention to detail.
- Proficient in assessing contradictory evidence and promptly identifying areas that require 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.

<b>Line Manager</b>		<b>Delegated Authority</b>	
Name:	Ingrid Stead	Name:	Chris Ristevski
Title:	Personnel Security Manager, Nuclear Security & Nuclear Safeguards	Title:	Senior Manager Nuclear Security, Nuclear Security & Nuclear Safeguards
Signature:		Signature:	
Date:		Date:	