



POSITION DESCRIPTION

Position Title:	Physical Security Adviser
Cluster / Business Unit / Division	Nuclear Safety, Security & Stewardship
Section or Unit:	Nuclear Security & Nuclear Safeguards
Classification:	Band 6
Job Family:	Security & Intelligence
Position Description Number:	PD-0974
Work Contract Type:	Technical and Operational
STEMM/NON-STEMM:	NON STEMM

POSITION PURPOSE

The primary objective of the Physical Security Adviser is to ensure ANSTO meets its regulatory obligations by the deployment and operations of leading-edge physical security infrastructure and the provision of professional technical and operational security advice across the organisation.

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.

ANSTO is the source of nuclear expertise and trusted advice to the Australian Government. Nuclear Security and Nuclear Safeguards are among ANSTO's core operational imperatives. The Chief Security Officer leads the Nuclear Security and Nuclear Safeguards Division to manage ANSTO's nuclear security system, which includes Personnel Security, Physical Security, Security Governance and Intelligence, and Nuclear Safeguards accountancy for nuclear material. The Chief Security Officer is responsible for ANSTO's general security and the additional requirements to secure the nuclear material and radioactive sources in ANSTO's control. That work is governed by clear regulatory requirements for safe and secure operations. The Nuclear Security & Nuclear Safeguards (NSNS) Division mission is to protect ANSTO's people, information, assets and reputation - enabling ANSTO to deliver nuclear science and technology for the benefit of all Australians.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Preparation and implementation of physical security plans and procedures, and conduct security risk analysis, reviews, inspections and investigations as required
- Assist Physical Security Manager with providing expert advice of the day to day physical security operations and technical security measures to meet organisational needs

- Assist the Physical Security Manager with the technical design, including writing specifications, maintenance standards and where necessary the upgrade of physical and electronic security infrastructure across the organisation that meets regulatory requirements and global best practice
- Assist the Physical Security manager with the development and implementation of operational procedures for the physical security service providers
- Project management of specific Security & Safeguards projects relating to Physical Security
- Coordinate physical security projects within ANSTO
- Assist the Physical Security Manager with contract management and assurance activities of nominated security services providers, managing the day to day activities ensuring compliance to contractual obligations.
- Manage maintenance program for physical security systems meeting organisational, regulatory and contractual requirements.
- Assist the Physical Security Manager with the implementation of systems managing site access, including the electronic access control programming architecture and the access control system. and provide regular management reports from the security systems
- Oversee the installation of various physical and electronic security systems
- Implement physical security arrangements for all areas of site, including controlled access areas and secured buildings
- Assist the Physical Security Manager with the establishment, management and maintenance of, Standard Operating Procedures, Protective Security Design Standards, Electronic Security & Equipment Standards and plans as well as associated policies and documentation
- Manage, co-ordinate and meet objectives of multiple projects and activities simultaneously within scope, time and budget
- Provide contractor supervision and administration of period contracts for maintenance and new installations (ANSTO contract supervisor)
- Whilst undertaking contractor supervision ensuring that contractors comply fully with ANSTO Safety directives
- Responsible for operational interoperability initiatives, in liaison with the AFP ANSTO Emergency Operations and ANSTO's Security Service Providers that the physical protection requirements for nuclear and associated materials and facilities, national security requirements (PSPF) and procedures are applied and maintained
- Ensure that knowledge of agency specific security policy protocols, mandatory protective security requirements and leading-edge security technologies are developed and maintained
- Provision of accurate and timely advice to the Physical Security Manager and Manager Nuclear Security on all aspects of physical security issues and operational developments
- Building and maintaining ongoing productive working relationships with internal and external stakeholders including security intelligence and law enforcement agencies, equipment manufacturers and suppliers
- Apply physical security policies and practice to ensure ongoing compliance with both domestic and international regulatory requirements, international standards and global best practice
- Responsible for ensuring that all security activities are conducted in a safe manner and in accordance with the requirements for a quality assurance system
- Utilise incident management system as directed
- 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 some independence in determining how to

achieve objectives of the unit, including deciding on methods and approaches, operations, project planning and allocation of resources.

- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the Nuclear Safety, Security and Stewardship Business Plan and associated objectives provide further context for the position.
- The position is fully 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.
- Determine key work priorities within the context of agreed work plans and will consult with the Physical Security Manager, Manager Nuclear Security (Agency Security Advisor) and Chief Security Officer on complex, sensitive and major issues that have a significant impact on NSNS.
- 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:

- Ensure high reliability of Physical Security infrastructure and Physical Security Operations
- Ensure full compliance with regulatory requirements, safety procedures and standards, and quality and environmental frameworks
- Contribution to continuous improvement efforts in the delivery of products, services, and facilities
- Manage accountability for project deliverables which can be impacted by external factors that are outside of control of the position.
- Meet customer requirements and expectations where there may be conflicting priorities.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Executive	<ul style="list-style-type: none"> • Receive guidance and direction • Provide well researched, evidence-based information and recommendations • Negotiate and report on priorities, project milestones and resources
Work area team members	<ul style="list-style-type: none"> • Contribute to group decision making processes, planning and goals • Collaborate and appropriately share information and expertise • Negotiate and productively resolve competing resource constraints
Direct Reports	<ul style="list-style-type: none"> • None
Building and Facility managers/Licence and Permit Holders	<ul style="list-style-type: none"> • Engage and consult to develop operational requirements and assurance workplans • Ensure assurance findings (positive and negative) are objective, evidence based and communicated constructively • Provide advice based on good practice guidance and examples
Security Service Providers	<ul style="list-style-type: none"> • Day to Day Management, Engagement, Consultation and implementation of Physical Security Technical and Operational plans and procedures including monitoring and assurance activities

External	
Security Contractors	<ul style="list-style-type: none"> When required, work cooperatively with contractors
Emergency services	<ul style="list-style-type: none"> When required, work cooperatively with emergency services to plan activities, facilitate access and provide on-site support
Commonwealth agencies	<ul style="list-style-type: none"> Liaise and engage with other agencies, including Attorney Generals Dept, AFP, ARPANSA and ASNO as required.

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Physical Security Manager
Direct Reports	None

Special / Physical Requirements	
Location:	Lucas Heights
Travel:	Required for travel to other ANSTO and partner agency sites from time to time
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)
Radiation areas:	<p>May be required to work in radiation areas under tightly regulated conditions</p> <p>Perform duties in an area where radioactive materials are handled under tightly controlled safety conditions</p> <p>Perform duties with and in an area where hazardous chemicals or materials are handled under tightly controlled safety conditions</p>
Hours:	Willingness to work extended and varied hours based on operational requirements, sometimes at short to no notice.
Clearance requirements:	<p>Satisfy ANSTO Security and Medical clearance requirements.</p> <p>Ability to obtain and maintain Negative Vetting 2 (NV2) National Security Clearance.</p>

Workplace Health & Safety

Role requirements are detailed in ANSTO's AP-2362 WHS Management System	<p>As a Worker:</p> <ul style="list-style-type: none"> Take reasonable care for their own health and safety Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by ANSTO Co-operate with any reasonable policy or procedure of ANSTO relating to health or safety at the workplace that has been notified to workers.
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KNOWLEDGE, SKILLS AND EXPERIENCE

1. Extensive security industry experience in the operation and maintenance of integrated security systems covering a large and complex site.
2. Extensive experience with and knowledge of leading edge physical and electronic security design principles and technologies.
3. Extensive operational security experience in the management of Security Service Providers (both technical and control room/security guarding personnel).
4. Demonstrated experience maintaining security or other relevant policies, standards and protocols.
5. Ability to work within scope and budget while working to important deadlines and tight timeframes;
6. Ability to follow policy, procedures and guidelines;
7. Demonstrated extensive project management experience;
8. Ability to manage and meet objectives of multiple projects and activities simultaneously;
9. Demonstrated ability to work as part of a team and work independently;
10. Extensive verbal and written communication skills;
11. Degree or higher in relevant field or demonstrated significant equivalent experience (desirable);
12. Demonstrated extensive contract and contractor management experience (desirable);
13. Experience in regulatory and quality compliance in an operational environment (desirable);
14. Experience in or knowledge of regulatory security requirements (including the Protective Security Policy Framework) for a Commonwealth Facility; (desirable);
15. Experience in or knowledge of regulatory security requirements for a nuclear establishment (desirable);
16. Experience with Gallagher system, Geutebrück experience preferred (desirable).

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:	Peter Lewis	Name:	Chris Ristevski
Title:	Physical Security Manager	Title:	Senior Manager Nuclear Security
Signature:		Signature:	
Date:		Date:	