



Senior Personnel Security Specialist

Position Detail			
Reports To	Head of Security and Resilience	Group	Safety and Security
Classification	ASA 7A	Location	Canberra
Reports – Direct Total	Five		

Organisational Environment

Airservices Australia is a government-owned organisation responsible for the safe and efficient management of 11 % of the world's airspace and provision of aviation rescue fire fighting services at Australia's busiest airports.

Our people are our greatest asset with a dynamic and diverse team operating from locations across the country – from bustling cities to regional and remote locations, including an island. This team keep Australia's aviation industry safe every day of the year, both in the air and on the ground.

We connect people with their world safely – linking family and friends, generating economic activity, creating jobs, and facilitating trade and tourism.

Airservices is committed to fostering a culture that is diverse, inclusive, and respectful. We encourage motivated individuals who love what they do, value a service first mindset and embrace a challenge to explore a career with Airservices. In return you will be a valued team member, be offered flexibility and experience a meaningful career in an exciting, ever-evolving aviation industry

Primary Purpose of Position

As the Senior Personnel Security Specialist within Security & Resilience, you will lead a small team to ensure that the Personnel Security functions are delivered for the organisation.

Your team will provide operational and administrative support for completion of the suitability and ongoing suitability for employment background checks for all Airservices personnel and contractors. Your team will also produce and distribute Aviation Security Identification Cards (ASIC) and Airservices' Identification Cards (AIC) for all appropriate personnel.

You will manage National Security Clearances sponsored by Airservices and all associated aftercare arrangements including the maintenance of the Designated Security Assessed Position (DSAP) Register.

Accountabilities and Responsibilities

Technical

- Oversee Personnel Security functions including the establishment and maintenance of associated policies and procedures.
- Oversee the Aviation Security Identification Card (ASIC) Program including associated external and internal audit programs.
- Administer the background checking processes and all applications for Airservices' issued identification cards including ASICs.

- Interpret regulatory changes within the business context for Airservices and adjust policies accordingly.
- Lead functions to ensure organisational alignment with the Protective Security Policy Framework (PSPF) within the Personnel Security remit.
- Manage internal and external stakeholder feedback about background checking and Identification processes on issues such as quality, timeliness, service and cost.
- Review and implement appropriate KPIs and adjust functions accordingly to manage routine performance of Personnel Security.
- Undertake research and market analysis to identify opportunities for improvements or further efficiencies within the Safety & Risk portfolio; capitalise on continuous improvement opportunities for personnel security functions.
- Contribute to the development of Security and Resilience strategies and practices to maximise improvements identified.
- Identify enterprise risks in respect to Personnel Security functions and complete review of controls and associated actions to maintain effectiveness.
- Provision of a range of ongoing Performance and Compliance reporting.
- Establish and foster external stakeholder relationships with background checking partners and regulators; maintain currency of information.
- Establish relationships across Airservices that have a stake in the personnel security function.
- Provide backup within the broader team during times of absence including act in the Head of Security & Resilience position.
- Keep current with trends in Personnel & Aviation Security and the changing and evolving functions across the Airservices value chain.

People

- Lead a high-performance team that has an emphasis on creating an accountable performance culture.
- Provide effective management of Personnel Security functions driving value through continuous improvement.
- Maintain an effective working relationship with other Airservices staff to ensure that there is effective coordination of all activities in support of organisational objectives.
- Maintain and enhance relationships with key internal and external stakeholders concerned with Personnel and Aviation Security and, if required, represent Airservices at industry and government meetings, forums and exercises.

Compliance, Systems and Reporting

- Contribute to enterprise governance systems and policies.
- Use project management principles and methods to ensure effective and efficient delivery of security project outcomes.

Safety

- Demonstrate safety behaviours consistent with enterprise strategies.
- Contribute to the safe provision of air navigation services through safe asset management and use practices and safe people processes.

Key Performance Indicators

Efficient, Effective and Accountable

- Delivery of background checking services and continuous improvements through the technical oversight of a small high performance team.
- Reduce duplication and waste in unnecessary card production and subsequent reporting.
- Manage personal and team workload and competing priorities to ensure timely and accurate completion of tasks within defined time requirements.
- Clearly manage business delivery expectations, negotiations and communications to meet accountabilities of the role and team.
- Compliance with Airservices procurement and Airservices Risk Management Framework.
- Manage issues resolution to service within specified timeframes where a service is provided through multiple partners / vendors.
- Effective working relationships with Stakeholders and Vendors.

- Timely response to audit action items, internal and external including actions on identified risk controls.

Commercial

- Delivery of demonstrable Value for Money outcomes throughout asset and vendor management.
- Demonstrate business acumen through sourcing activities and through Other Business Revenue activities.

People

- Engagement, influencing, collaborating, informing.
- Establish, develop and maintain effective working relationships across Airservices in relation to Personnel Security.
- Develop and maintain effective working relationships with all staff associated with this function.

Safety

- Compliance with procedures and other relevant processes.
- Compliance with safety, risk, environmental and any other standards.

Key Relationships

As the Senior Personnel Security Specialist you are expected to maintain relationships with:

- Background checking partners and supporting government regulatory agencies.
- Law enforcement and intelligence agencies.
- Leaders and Subject Matter Experts (SMEs) across the Airservices value chain.
- Peers and subordinates.

Skills, Competencies and Qualifications

- Extensive knowledge of Aviation Security regulations and their application to Airservices operational and background checking requirements.
- Extensive knowledge of the Protective Security Policy Framework (PSPF) and how this pertains to the Personnel Security function, including personnel security policy requirements.
- Subject Matter Expertise (SME) in background checking processes in accordance with AusCheck and Australian Crime and Intelligence Commission (ACIC).
- Evidence of strong relationships with internal stakeholders through effective communication and problem solving skills.
- Demonstrated ability to interpret legislation and incorporate into Airservices policy.
- Demonstrated leadership skills to manage a small team and associated personnel functions e.g. Work Performance Agreements.
- Demonstrated high standard of verbal and written communication skills; ability to influence others through communication.
- Intermediate Microsoft skills, data analysis.
- A high level of emotional intelligence and team collaboration skills; ability to escalate issues with a sense of urgency.
- Experience in using HR and accounting software packages, e.g. SAP and Promaster or similar.
- Certificate IV in Personnel Security (Government) or equivalent is highly desirable.
- Must possess or have the ability to hold a Negative Vetting Level 1 Clearance.
- Must possess or have the ability to hold an Aviation Security Identification Card.

Leadership Performance Standards and Behaviours

Airservices Leadership Standard of **Know Me, Focus Me** and **Value Me** is a clear articulation of how we expect our leaders to lead our people supporting a culture of trust, care, and accountability.

The Airservices value chain operating model provides the basis for cultural reform of Airservices, driven by empowered and accountable leaders working together to deliver results.

This role has a strong people focus where leadership is demonstrated through embedding positive employee experiences and new ways of working across the following:

Lead inclusively

- Lead, coach, develop and retain a high performing team by demonstrating authenticity and engaging our people with a Know Me, Focus Me and Value Me focus
- Every leader in Airservices must demonstrate constructive behaviours aligned with our values and target culture of trust care and accountability.

Think strategically

- Promote, support and guide teams to drive quality delivery whilst shifting mindsets to focus on continuous improvement and transformation.

Collaborate effectively

- Create and support an environment, which fosters an emphasis on collaboration and accountability to promote a trust-based, inclusive culture centred on principles of care and purpose.
- Develop and maintain a broad range of relationships to influence within the value chain at an Executive, peer and team level and positively influence internal key stakeholders.

Communicate with impact

- Create and support an environment, which fosters an emphasis on collaboration and accountability to promote a trust-based, inclusive culture centred on principles of care and purpose.

Deliver outcomes

- Lead effectively to collectively contribute and deliver on Airservices goals by optimising and developing business systems.

As a member of Airservices, you will consistently demonstrate performance standards and behaviours that meet our Code of Conduct. This includes:

- Treating everyone with dignity, respect, and courtesy
- Acting with honesty and integrity
- Acting ethically and with care and diligence
- Complying with all Airservices' policies and procedures, and applicable Australian laws
- Disclosing and taking reasonable steps to avoid any actual, potential, or perceived conflict of interest
- Behaving in a way that upholds our vision, mission, and values, and promotes the good reputation of Airservices