



## Security Administration Officer

Position Detail			
<b>Reports To</b>	Senior Personnel Security Specialist	<b>Group</b>	Security & Resilience, Safety & Risk
<b>Classification</b>	ASA 4	<b>Location</b>	Canberra
<b>Reports – Direct Total</b>	nil		

### Organisational Environment

Airservices is a government owned organisation providing safe, secure, efficient and environmentally responsible services to the aviation industry.

Each year we manage over four million aircraft movements carrying more than 156 million passengers, and provide air navigation services across 11 per cent of the world's airspace.

Airservices has two major operating centres in Melbourne and Brisbane and a corporate office in Canberra. We operate 29 air traffic towers at international and regional airports, and provide aviation rescue fire-fighting services at 26 Australian airports.

We are committed to continuing to improve our business by providing our customers with services they value, and embedding new ways of working and technology investments to further innovate and optimise.

### Primary Purpose of Position

As a team member of the Security & Resilience (S&R) Unit within the Safety & Risk (S&R) branch, you will directly execute background checking, identification cards and personnel security policy functions managed by the unit.

You will provide operational and administrative support for completion of the suitability and ongoing suitability for employment background checks for all Airservices personnel and contractors. You will also produce and distribute Aviation Security Identification Cards (ASIC) and Airservices' Identification Cards (AIC) for all appropriate personnel, as well as provide support for a wide range of tasks supporting these core functions.

You will contribute to the organisation's alignment to the Protective Security Policy Framework (PSPF) and also provide assistance in the management of National Security Clearances and associated aftercare arrangements when required.

### Accountabilities and Responsibilities

#### Position Specific

- Effectively perform pre-employment eligibility and ongoing suitability background checks for personnel and contractors of Airservices.
- Ensure staff and contractor compliance with separation and associated card return processes.
- Contribute to the development and maintenance of Airservices ASIC Program and other personnel security policies & procedures.

- Understanding of the Australian Government's Protective Security Policy Framework (PSPF) within the Personnel Security and Governance sectors.
- Produce and distribute Identification Cards (ASIC, AIC, Temporary and Visitor).
- Maintain card production assets and ensure associated consumables are appropriately resourced.
- Establish relationships with appropriate staff and contractors within allocated areas of S&R and other Airservices business areas as required.
- Provide backup within the team during times of absence.
- Keep current with trends in the Personnel Security and PSPF space, and the changing and evolving functions in the S&R branch.

#### People

- Maintain an effective working relationship with other Airservices staff to ensure that there is effective coordination of all activities in support of organisational objectives.
- Establish, develop and maintain effective working relationships across Airservices in relation to Personnel Security functions.

#### Compliance, Systems and Reporting

- Ensure S&R documentation and reporting requirements are followed.
- Escalate where S&R issues may negatively impact on the business.

#### Safety

- Demonstrate safety behaviours consistent with enterprise strategies.

### Key Performance Indicators

#### Efficient, Effective and Accountable

- Delivery of background checking services and continuous improvements.
- Reduce duplication and waste in unnecessary card production and associated reporting.
- Manage 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 Personnel Security procedures and other relevant processes.

#### Safety

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

### Key Relationships

- Senior Personnel Security Specialist and Security & Resilience Manager.
- Peers within your team.
- Internal stakeholders that support the background checking or personnel security portfolio within their own business groups.
- External stakeholders including background checking partners and other government agencies in executing team functions.

### Skills, Competencies and Qualifications

- Demonstrated knowledge of the Protective Security Policy Framework (PSPF), specifically the Personnel Security and Governance core requirements.
- Demonstrated knowledge of security background checking and/or security vetting processes within a large, fast paced environment.
- Ability to build relationships with internal stakeholders through effective communication and problem solving skills.
- Certificate IV in Personnel Security (Government) or equivalent is highly desirable.
- Well-developed verbal and written communication skills.
- Good understanding and proficiency in Microsoft Office suite of programs.
- A good level of emotional intelligence and team collaboration skills; ability to escalate issues with a sense of urgency.

- Must possess or have the ability to hold an AGSVA Baseline clearance, with possibility of upgrade to Negative Vetting Level (NV1).

## Performance Standards and Behaviours

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.