



Personnel Security Advisor

Position Detail			
Reports To	Senior Personnel Security Specialist	Group	Safety and Risk
Classification	ASA05	Location	Canberra
Reports – Direct Total	Nil		

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 a team member of Personnel Security within Security & Resilience, you will directly execute background checking, identification card services, National Security Clearances and personnel security policy functions, as well as general administrative tasks and program support work where required.

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, as well as ensuring that termination and cessation processes are adhered to by the business. You will also produce and distribute Aviation Security Identification Cards (ASIC) and Airservices Identification Cards (AIC) for all appropriate personnel. You will provide a supervisory support role for an additional contracted security guard position within Personnel Security. You will be responsible for conducting first line troubleshooting support, as well as the tasking and oversight of their respective functions.

You will contribute to the organisational alignment of the Protective Security Policy Framework (PSPF) and be responsible for the management of National Security Clearances and associated aftercare arrangements including the maintenance of the Airservices Designated Security Assessed Position (DSAP) and Positions of Trust (PoT) Registers.

Accountabilities and Responsibilities

Personnel Security Advisor

- Effectively perform eligibility background checks for personnel and contractors of Airservices.
- Contribute to the development and maintenance of Airservices ASIC Program and other personnel security policies & procedures.
- Performing ongoing and targeting assurance activities in accordance with documented policies and procedures or where required.
- Understanding of the Australian Government's Protective Security Policy Framework (PSPF) within the Personnel Security and Governance sectors.
- Produce and distribute Identification Cards so as to meet or improve business KPIs.
- Assist with the development and implementation of innovative performance and measurement metrics for Personnel Security services.
- Maintain card production assets and ensure associated consumables are appropriately resourced.
- Supervision of Canberra based contracted security guard position within the Security unit, and tasking accordingly.
- Establish relationships with appropriate staff and contractors within allocated areas of Security & Resilience 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 Airservices value chain.

People

- 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.
- Foster a positive and professional work environment and culture with a strong focus on achievement and sustained high performance.
- Setting the environment for people to perform to their level of capability the work appropriate for their role.
- Managing and improving own performance.
- Model Airservices values and demonstrate positive, constructive and professional behaviours at all times.

Compliance, Systems and Reporting

- Ensure Personnel Security & PSPF process documentation and reporting requirements are followed.
- Escalate where Personnel Security issues may negatively impact on the business.

Safety

- Demonstrate safety awareness and behaviours consistent with requirements.
- Ensure deadlines are met in relation to documentation and reporting requirements.

Key Performance Indicators

Efficient, Effective and Accountable

- Delivery of background checking services.
- Reduce duplication and waste in unnecessary card production and subsequent reporting.
- Manage personal workload and competing priorities to ensure timely and accurate completion of tasks within defined time requirements.
- Compliance with Airservices procurement and Airservices Risk Management Framework.
- Effective working relationships with Stakeholders and Vendors.
- Timely response to audit action items, internal and external including actions on identified risk controls.

Commercial

- Contribute to demonstrable Value for Money outcomes throughout asset and vendor management.

People

- Maintain effective working relationships across Airservices in relation to Personnel Security.

Safety

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

Key Relationships

- Provide support to the Senior Personnel Security Specialist, Head of Security & Resilience and other Leaders.
- Provide support to peers within the team.
- Provide support to internal stakeholders that support the background checking or personnel security portfolio within their own business groups.
- Engage professionally with external stakeholders including background checking partners and other government agencies in executing team functions.

Skills, Competencies and Qualifications

- Demonstrated knowledge of Aviation Security regulations and their application to Airservices operational and background checking requirements.
- Demonstrated knowledge of the Protective Security Policy Framework (PSPF) and how this pertains to the Airservices value chain including personnel security policy requirements.
- Ability to build relationships with internal stakeholders through effective communication and problem solving skills.
- Expertise in background checking processes in accordance with AusCheck and Australian Criminal Intelligence Commission (ACIC).
- Certificate IV in Personnel Security (Government) or equivalent is highly desirable.
- Experience in a supervisory role is highly desirable.
- Well-developed verbal and written communication skills.
- 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 Negative Vetting Level 1 Clearance.
- Must possess or have the ability to hold an Aviation Security Identification Card.

Performance Standards and Behaviours

As a member of Airservices, you will consistently demonstrate performance standards and behaviours that meet Airservices Code of Conduct, as well as lead, coach and develop others in relation to the same. 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.