



ROLE DESCRIPTION

Date	19.05.2019
Role Title	Security Officer
Role Holder	TBD
Direct Manager (Name, Role Title)	Chief Security Officer
Agreed by employee	

Please Note:

- *This Role Description requires an update whenever a change in the role description content occurs.*
- **Once this document is completed and agreed by all parties,**
 - *one copy should be given to the employee,*
 - *one to the Direct Manager and*
 - *one copy with date inserted of when "Agreed by employee" should be emailed to the HR Department for filing at Jennifer.Bruce@luerssen.com.au*
- *Instructions on template filling are italicised. Please adjust as required.*



Role Title	Security Officer
Department/ Team	Project Director Team
Location	Adelaide / later Perth, or Perth only
Role Purpose (e.g. why this role exists)	
<p>The position is embedded within Luerssen Australia's team, located in Adelaide / SA and Henderson / WA, acting as the prime contractor for the CoA's SEA 1180 / OPV program for the Australian Navy.</p> <p>As a member of the Project Director Team (via the Chief Security Officer) this role is responsible for monitoring and implementation of all required activities to ensure an active Defence security framework and culture exists within Luerssen Australia and its operations.</p>	
Context of Role (e.g. key relationships, unique role requirements e.g. frequent travel between Perth and Adelaide, Germany)	
<p>Key relationships include:</p> <ul style="list-style-type: none"> • Project Director • Chief Security Officer • L-AUS organisation • FLW Germany security officer • Any Security Officer at DISP member supplier & partners • Commonwealth Security Organisations 	

Organisational Structure

	Role Title
Manager Once Removed	Project Director
Direct Manager	Chief Security Officer
Direct Reports	





Definition: Accountability is the state of being answerable for performance of the duties assigned to you by your Direct Manager.

The following accountabilities are non-negotiable and applicable across Luerssen Australia:

#	Every Employee at Luerssen Australia is accountable for (this will be a standard insert to be agreed by Management team – underneath is a suggestion until this is confirmed):
1	Carrying out assigned work safely
2	Doing their best
3	Supporting Luerssen Australia's Core Values & Goals
4	Effectively cooperating with others in their teams and across the organisation
5	Applying sound judgement on when to inform their Direct Manager if performance on task is better/ worse than expected
6	Applying sound judgement on when to advise their Direct Manager of anything that might impact on the Manager's role
7	When in doubt, asking Manager for further clarification of what is expected
#	Every Manager at Luerssen Australia is accountable for (to be agreed by Management team):
1	Ensuring their team carries out assigned work safely
2	The work their direct reports produce
3	The result / impact of their direct reports' performance and behaviour
4	Building and sustaining an effective team capable of producing required outputs
5	Continually improving processes
6	Providing their team with effective managerial and safety leadership aligned with the Luerssen Leadership Principles

Role Specific Accountabilities

Definition: The Role Specific Accountabilities relate directly to the role and are ongoing, i.e. they attach to the role and would be expected of the role holder, irrespective of the current situation or the particular employee in role. Role specific accountabilities do not have specific time-spans; they are the means by which the purpose of the role described above is being executed.

List the Role Specific Accountabilities of the role.

#	Description
1	<p><u>Responsibilities and requirements</u> The SO must provide governance, information, advice and hands on assistance to staff and contractors at Luerssen Osborne and Henderson in all aspects of security including: <u>Detailed individual risk assessments and security plans for:</u></p> <ul style="list-style-type: none"> • Site including all buildings and operational areas • Events and ceremonies (e.g. laying of keel, VIP visits) • Movement of sub-contractor supplies and personnel <p><u>Defence Industry Security Framework</u></p> <ul style="list-style-type: none"> • Application for new DISP membership (Level 2) across governance, physical, personnel and information domains. Needs to occur by end of 2020. • Accreditation processes • Reporting and updating of foreign ownership and control FOCI details <p><u>Delivery of employee security education</u></p> <ul style="list-style-type: none"> • Induction security awareness • Annual security awareness training • Insider threat training • Basic document handling • Classified document handling <p><u>Personnel Security</u></p> <ul style="list-style-type: none"> • Co-ordinating with line-managers to determine Designated Security Assessed Positions (DSAP) and the resulting levels of security clearances required. • Processing of application forms for security clearances for existing and prospective employees • Conducting reviews of a person's ongoing suitability to hold a clearance and ensuring that significant changes in circumstances are noted and acted on when relevant • Periodical revalidation of DSAP positions • Initiating requests for upgrades and administrative downgrades or temporary/provisional access to higher level clearance • Maintenance and aftercare of security clearances • Access control including the issuing of appropriate passes • Processing visit requests • Conducting exit debriefs • Conducting travel briefs and debriefs for security cleared employees • Work with HR to provide an employment screening process which complies with Australian Standards (relates to temporary access to classified documents) • Organising the administrative requirements of transferring foreign security clearances • Recording and reporting change of circumstances and vulnerabilities of security cleared employees

Information Security & Document handling

- Administration of Classified Document Registry (CDR)
- Conducting musters (audits) of classified material registered in the CDR at both Osborne and Henderson at least every two years
- Oversight and cooperation with IT security specialists regarding cyber security to ensure the appropriate network is employed in accordance with DISP accreditation standards.
- Ensuring that the handling, storage and destruction of classified information is in accord with legislation (eg. Archives Act 1983) and the DSPF (e.g. Security Construction and Equipment Committee (SCEC) approved containers and shredders)
- Close of business procedures and random inspections of security measures to identify non-compliance

Physical security

- Access control including the issuing, recording and auditing of appropriate passes
- Coordinating and monitoring security patrols and guarding services
- Facilitate the assessment of the L-AUS site area to determine its suitability to meet a Security Zone 2 standard (suitable for the handling of classified information and assets up to SECRET, storage up to CONFIDENTIAL, or SECRET information or assets when originator approval has been granted) in accordance with the PSPF and Defence Security Policy
- Acting as a custodian for any security containers

Reporting

- Investigating and reporting security incidents and breaches to relevant agencies
- The undertaking of an Annual Security Report and presentation to the Executive for approval and suggestion for remediation of deficits
- Complete and submit protective Security Self-Assessment (PSSA) to in accordance with DSPF
- Either directly or in consultation with suppliers/ASC/Civmec, develop risk management plans for the secure movement of material or assets

Security Register, Security Standing Orders, Policies & Procedures

- Management and updating of Security Register as an audit trail of security including
 - Governance
 - Physical Security (e.g. security containers and rooms)
 - Personnel Security
 - Security Education and Training
 - Information security e.g. classified document register and holders of DREAMS tokens
 - Security incident
 - Maintenance of DSAP listing
- Development and maintain security policies and procedures for L-AUS
- Develop and maintain Security Standing Orders/Security Operating Procedures

General

- Liaising with the Security Officers of FLW, ASC and Civmec plus the SO's of other DISP organisations (Approved subcontractors) on mutual security concerns or where supplier security plans are incorporated into the Luerssen security plan.
- Ensuring adequate distribution and presentation of security awareness (e.g. via posters and email information)
- Acting as a first point of contact pertaining to security safety and advice for staff
- Modifying security processes as context (e.g. location, time, stakeholders) change
- Managing security incidents

Commented [A1]:

2	Legal / Governance: <ul style="list-style-type: none"> In conjunction with the CSO, ensure all activities undertaken and/or reviewed comply with all relevant legal/regulatory requirements including the Security Regulations, DISP and Luerssen Australia internal policies and procedures.
3	Finance: <ul style="list-style-type: none"> In conjunction with the CSO, ensure all activities undertaken and/or reviewed are in accordance with relevant Finance policies.
4	Contract management: <ul style="list-style-type: none"> Coordinates with subcontractors and customer
5	People focus: <ul style="list-style-type: none"> Role model behaviours aligned with Luerssen Australia Core Values.
6	Safety & Environment: <ul style="list-style-type: none"> Is familiar with and follows the Luerssen Australia relevant policies, procedures Ensure compliance with relevant regulations and procedures as provided by the HR or WHS teams.
7	Customer / Stakeholder focus: <ul style="list-style-type: none"> Ensure that effective working relationships are built and maintained with other departments and stakeholders to ensure that business objectives and goals are achieved. Promote strong culture of customer focus and stakeholder engagement.
8	Continuous Improvement <ul style="list-style-type: none"> Actively participate in continuous improvement initiatives Promote a continuous improvement culture within the team Identify and implement improvement initiatives to increase productivity and reduce costs
9	Communication: <ul style="list-style-type: none"> Practice and promote two-way communication within the project team. Engage in open, honest and timely communication across the business focussing on two-way communication to better achieve business goals.
10	Risk: <ul style="list-style-type: none"> Implement agreed actions to minimise risks Describe and raise residual risks not previously identified





Role Specific Authorities

Definition: Authority within a decision making framework is the legal right assigned to a position to control necessary resources.

List role specific authorities such as spending levels, signing authorities or access to classified information.

#	Description
1	Refer to the Authorisation of Expenditure Policy (insert relevant Luerssen policy) or similar
2	Needs Security Clearance at minimum NV1

Requirements to perform the Role

*Identify the skills and experience required that will help the employee to execute each of their **accountabilities** efficiently and achieve the standard outputs established. Every accountability may require a different set of skills and knowledge.*

#	Qualification / Education required
	Year 12 education plus a recognised post-secondary school course with formal assessment and certification.
#	Work Experience required
	Previous experience in Security Officer role (either full-time or part-time) and either with industry or ADF.
Technical Skills required	
	Knowledge of DISP program and applicable defence security principles and guidelines.
#	Personal Attributes required
1	Physical fitness level which will allow the attendance at sea trials
2	Security clearance to NV1 level
3	Motor Vehicle license
4	<i>Sound interpersonal and communication skills</i>
5	<i>The ability to work as a team player within a dynamic and continuously changing work environment</i>
6	<i>Ability to be proactive and take initiative</i>
7	<i>A lateral thinker with problem solving ability</i>
8	<i>Ability to work effectively under pressure and to deadlines</i>
9	<i>Ability to operate in and promote a culturally diverse environment.</i>
10	<i>High level of attention to detail</i>
#	Desired
1	