

## Role Profile: Security Coordinator

### A bit about us...

Amiosec is an exciting and growing UK technology company with innovation, agility, and state of the art technology at its core. We work in partnerships with UK government customers and commercial providers to deliver research, technology, products, and services in the communications security sector.

Due to continued growth, we have an exciting opportunity for a Security Coordinator to join our team in Tewkesbury. Reporting directly to the Security Controller, the key functions of this role will be to support the day-to-day operations of physical, personnel and information security in accordance with mandated policy (e.g., HMG Security Controls, IPSA and ISO27001).

No two days are the same within Security, often with competing priorities and the role requires a high level of integrity, good communication and organisational skills and the ability to work autonomously, taking ownership of assigned tasks. The fundamental principle of Security is to build and maintain a strong security culture throughout our company and supply chain and as part of our commitment to security governance, we are responsible for enforcing and delivering company security policy, briefings, awareness, and training.

Work life balance is important, and we offer several options to support our staff. We have an optional 9-day fortnight scheme, which gives the opportunity to compress a fortnights hours over 9 days to allow every other Friday to be taken off. We have a hybrid working policy, where we ask for a split of 3 days onsite and 2 days remote (this is subject to individual project needs).

**NOTE:** - Due to the nature of our work, all candidates will be required to obtain and maintain an appropriate UK security clearance.

### Typical Activities

Subject Area	Activities
<b>Access control</b>	<ul style="list-style-type: none"> <li>Assist with administration of the access control system, intruder alarm and CCTV systems for employees, visitors, and contractors.</li> <li>Issue of personnel identity cards.</li> <li>Managing access to keys and inducting personnel in the use of secure locks and containers.</li> </ul>
<b>Visitors</b>	<ul style="list-style-type: none"> <li>Ensuring that the Visitor Security Policy is followed - checking visitors' clearances prior to arrival and confirming clearance details for personnel travelling offsite.</li> </ul>
<b>Asset Management</b>	<ul style="list-style-type: none"> <li>Ensuring sensitive assets are recorded and handled as per policy and are made available to the appropriate (cleared/need-to-know) personnel.</li> </ul>

	<ul style="list-style-type: none"> <li>Ensuring that personnel with delegated custody are suitably informed as to their responsibilities when handling sensitive assets Vetting.</li> <li>Assist with incoming and outgoing couriers, and arranging collections including the packaging and dispatch of sensitive items.</li> <li>Assist with investigations and drafting incident reports.</li> </ul>
<b>Musters</b>	<ul style="list-style-type: none"> <li>Assist with asset musters, ensuring that asset registers are accurate and auditable.</li> </ul>
<b>Secure Destruction</b>	<ul style="list-style-type: none"> <li>Co-ordinating the destruction of classified assets with third parties, ensuring witnesses and paperwork are completed.</li> </ul>
<b>Crypto Custodian</b>	<ul style="list-style-type: none"> <li>Responsible for cryptographic material held, ensuring that the minimum requirements for the secure storage and handling of cryptographic items are applied to minimise the possibility of a breach of security.</li> <li>Maintaining the Crypto accounts in accordance with policy and preparing for audits.</li> <li>Development and maintenance of documentation relevant to the Crypto account requirements.</li> <li>Managing Crypto Authorisation Briefings and De-Briefs for qualifying personnel.</li> </ul>
<b>Key Production Assistant</b>	<ul style="list-style-type: none"> <li>You will be responsible for generating key material as per Key Orders within SLAs.</li> </ul>
<b>Security Culture</b>	<ul style="list-style-type: none"> <li>You will help ensure that the Company maintains a good security culture by:             <ul style="list-style-type: none"> <li>- Helping to evolve security processes/highlighting gap analysis.</li> <li>- Help to educate employees on the importance of security, through education, engagement, and behaviour.</li> <li>- Support with maintaining ISO27001 accreditation.</li> <li>- Support the flow-down of security requirements to key suppliers and sub-contractors and carrying out appropriate security due diligence.</li> </ul> </li> </ul>
<b>Vetting</b>	<ul style="list-style-type: none"> <li>Recording and tracking personnel security clearances and reporting to HR.</li> <li>Managing all sub-contractor BPSS and DBS checks – ID verification, reference checks etc.</li> </ul>

## Technical Competencies

Subject Area	Competency
<b>Qualifications and Experience.</b>	<ul style="list-style-type: none"> <li>Knowledge of HMG Security Controls and Procedures – GOVS007 and JSP490.</li> <li>ISO27001 awareness.</li> <li>Experience of Crypto account management.</li> <li>IT Security knowledge.</li> </ul>

## Core Competencies



Subject Area	Competency
<b>Approach</b>	<ul style="list-style-type: none"><li>• Experience or knowledge of working in a Security environment performing tasks in line with mandated policy.</li><li>• Must be willing and able to obtain and maintain a valid security clearance at least SC level, preferably DV level.</li><li>• Able to work autonomously without supervision.</li><li>• Willing and able to complete Crypto Custodian Certification Training.</li></ul>
<b>Working Style</b>	<ul style="list-style-type: none"><li>• Excellent attention to detail, with demonstrated experience in developing and maintaining an information management system.</li><li>• Highly organised, efficient, and able to multi-task.</li></ul>
<b>Innovation</b>	<ul style="list-style-type: none"><li>• Ability to foster and develop innovative ideas.</li><li>• Willingness to lead and/or contribute to improvements in products and ways of working.</li></ul>

Amiosec is committed to providing equality of opportunity for all. We aim to ensure our workplaces are free from discrimination and that our current and future colleagues, are treated fairly and with dignity and respect. Please inform us of any reasonable adjustments that we may need to make to the application or interview process.