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Duty Location: **The Hague, NLD**

JOB DESCRIPTION

Senior Administrator (Site Security Manager)

NCI Agency Enterprise Services (NES) – Security Branch

Grade: **G17**

This is a position within the NATO Communications and Information Agency (NCIA), an organization of the North Atlantic Treaty Organization (NATO).

To strengthen the Alliance through connecting its forces, the NCI Agency delivers secure, coherent, cost effective and interoperable communications and information systems in support of consultation, command & control and enabling intelligence, surveillance and reconnaissance capabilities, for NATO, where and when required. It includes IT support to the Alliances' business processes (to include provision of IT shared services) to the NATO HQ, the Command Structure and NATO Agencies.

NCI Agency Enterprise Services (NES) provides and manages effective and efficient technical, creative and administrative services to the NCI Agency and acts as the interface to external customers/partners such as ACO, ACT and NATO Office of Shared Services (OSS). NES provides direct services for the Agency's major locations (Brussels, The Hague, Mons, Oeiras and Braine-l'Alleud), and provides direction and guidance to the Agency general service functions at the geographically dispersed locations (CIS Support Units (CSUs), and CSSC). NES provides policy oversight for Agency substructure and provides selected direct services to 3rd parties. NES includes eight branches that provide the Agency with the following services: Security; Facility; Design and delivery of C4ISR Prototypes; Travel and Transport; Supply and Stores; Conference Services; Creative Media Support (including Agency branding and Reproduction Services); and, Registry.

The Security Branch is responsible for the facilitation and provision of services to NCI Agency in all locations to protect and defend NCI Agency personnel, facilities, resources and information from threats posed by terrorism, espionage, sabotage, subversion and any catastrophic incident/disaster. This includes management and execution of Counter Intelligence; Physical Security; Personnel Security; Industrial Security; Security of Information; oversight and coordination of InfoSec/Information Assurance (IA); Business Continuity; and Fraud Prevention and Detection.

Duties:

Under the direction of the Agency Security Manager (ASM), the incumbent will perform duties such as the following:

- Responsible to the Site Location Principal for providing timely subject matter expert advice and support to senior management and staff based in The Hague (TH) on all protective security, personnel security, security of information, CIS Security issues (through the CIS Security Manager (CISSM)) and project and industrial security matters as they affect NCI Agency personnel and facilities.
- Responsible for the day-to-day administration, supervision and efficient operation of the NCI Agency TH Security Section (Security Office and Guard Force), with particular emphasis on physical

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security, security of information, access control, personnel security, visitor management, emergency planning and response to incidents.

- Directs the work of the TH Security Office and is responsible for timely and effective coordination and consultation with the Host Nation (HN) security services and National Security Authorities in relation to all personal security clearance requests, aftercare and other security enquiries.
- Administers and ensures the monitoring of the daily operation of the NCI Agency TH security infrastructure, including Emergency Response Teams, Security Focal Points (SFPs), Divisional Security Officers (DSO) and Divisional Information Security Officers (DISO);
- Exercises oversight and management of the Agency's proprietary Guard Force, covering all Force Protection issues such as manning, arming, training, prioritisation, equipment issue, shift rosters/tasking and incident response;
- Advises and assists the NCI Agency TH DSOs and DISOs on all protective and Information Assurance security matters pertaining to their respective departments;
- Effects close liaison with the NCI Agency CIS Security Manager (CISSM) for matters relating to CIS, Information Assurance, Scientific Programme of Work and Cyber Defence;
- Is responsible to the Site Location Principal for the control and accounting of all weapons and ammunition, radios and other accountable items within the Security Section, NCI Agency TH;
- Ensures all notified Off-site events are assessed in accordance with the current threat levels and an appropriate security response/advice is provided for each event based on the security assessment.
- Advises on the security requirements for all internal NCI Agency TH security-based projects and assists with the drafts of official Operation Requirements (OR);
- Administers the procedures for the issue and control of all NCI Agency Identity Cards and Security Passes for permanent staff, visitors, and contractors, and also controls the issue of TH vehicle passes for commercial and private vehicles;
- Within the NES management team liaises and assists the Agency Health and Safety (H&S) Manager (TH) with input to the draft emergency plans relating to fire emergencies, bomb threat, technical emergencies, and hazardous materials (HAZMAT) and other H&S issues as required;
- Within the NES management team, assists the ASM in providing technological based security change, design and facilitation of an enhanced and flexible security management programme that responds to, and anticipates changing business requirements;
- Provides the security input to TH Business Continuity Plan (BCP) as required, including TH responsibilities to NATO HQ BCP requirements as necessary.
- With support from the relevant DSO/Laboratory Security Officer (LSO), ensure regular protective security advisory visits take place in all TH Service Lines/sections, including the Central Registry, offering professional advice and guidance where necessary;
- In conjunction with the Agency TH H&S Manager assists with Fire and Safety Risk Assessments within NCI Agency TH and where appropriate, provides advice on control and rectification measures in accordance with NCI Agency good housekeeping policy and procedures;
- Manages, all internal security investigations and reporting of security violations and other security events/incidents violations within NCI Agency TH including the investigation of REACH CIS security violations caused by all TH (and other locations parented by TH) personnel;
- May participate in, or coordinate, any external Information Assurance (IA) and Counter Intelligence (CI) investigation in which TH based NCI Agency personnel are involved;
- Assists in the planning, preparation and execution of an Agency wide comprehensive Security Education programme for all permanent staff, nationally contributed staff and hosted programme staff, contractors and consultants, including initial in-processing, annual and final out-processing security briefings for all personnel joining or leaving the Agency at TH;
- Is responsible for ensuring that a Personnel Security Clearance database and all aspects of EBA and R2R systems are maintained for all NCI Agency TH managed employees and contractors where applicable;

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- In coordination with the ASM, provides input for budget management of Protective Clothing, uniform, Fire Safety equipment, mandatory internal and external security and safety training, physical security equipment, individual professional development training;
- Develop and maintain effective liaison with Dutch Nation law enforcement (Police/KMAR), all other emergency services, Dutch CI & Security Services, local International Organisations and Customs Agencies, including with TH based Allied Command (AC) CI element.
- Providing guidance and direction to TH Security Training Officer (STO) in his/her organisation and running of joint HN/NCI Agency security training for emergency response scenarios and all other security trainings.
- Ensure SOPs, Site Security Instructions and all aspects of the Internal Security Plan are current and fit for purpose.
- Provide direction and guidance to the Visits Management Assistant for all security aspects of official visits to TH facility.
- The SSM (TH) is responsible for drafting and executing a programme of periodic security inspections to ensure that all NCI Agency TH departments meet the required security and safety standards under CM (2002)49, and other NATO Security Policy.
- Participates in the recruitment and selection of security staff including chairing, where appropriate, interview boards;
- Deputize for higher grade staff, if required;
- Performs other duties as may be required.

Experience and Education:

- A minimum requirement of a Bachelor of Science (BSc) degree at a nationally recognised/certified University in a related subject with at least 3 years post related experience;
- Or exceptionally, the lack of a university degree may be compensated by the demonstration of a candidate's particular abilities or experience that is/are of interest to NCI Agency, that is, at least 10 years extensive and progressive expertise in duties related to the function of the post.
- Experience in working in and managing protective security, counter intelligence, physical protective security (including Hostile Vehicle Mitigation) Security of Information, Personnel Security, Information Assurance (IA), Security Education, BCP and Force Protection;
- Experience in leading and managing armed security/policing/guarding teams or forces;
- Experience in the production of Security Risk Assessments;
- Experience of Emergency and Contingency Planning design and implementation;
- Working experience in budget management.

Desirable Experience and Education:

- Exceptionally, a combination of civilian/military qualifications and experience, ideally complemented by professional certifications/memberships such as the ASIS CPP/PSP or the ISMI CSMP;
- Formal academic qualifications in management, security, IA and Business Continuity management and planning;
- Trained and experienced in multi-national committees, working groups and conferences in a dynamic and changing environment;
- Prior experience of working in an international environment comprising both military and civilian elements;
- Knowledge of NATO responsibilities and organization, including ACO and ACT.

Language Proficiency:

- A thorough knowledge of one of the two NATO languages, both written and spoken, is essential and some knowledge of the other is desirable.

- **NOTE:** Most of the work of the NCI Agency is conducted in the English language.

Competencies or Personal Attributes:

- **Relating and Networking** - Easily establishes good relationships with customers and staff; relates well to people at all levels; builds wide and effective networks of contacts; uses humour appropriately to bring warmth to relationships with others.
- **Deciding and Initiating Action** - Takes responsibility for actions, projects and people; takes initiative and works under own direction; initiates and generates activity and introduces changes into work processes; makes quick, clear decisions which may include tough choices or considered risks.
- **Adhering to Principles and Values** - Upholds ethics and values; demonstrates integrity; promotes and defends equal opportunities, builds diverse teams; encourages organisational and individual responsibility towards the community and the environment.
- **Adapting and Responding to Change** - Adapts to changing circumstances; tolerates ambiguity; accepts new ideas and change initiatives; adapts interpersonal style to suit different people or situations; shows an interest in new experiences.