

# Job Description

<b>Job Title:</b>	<b>Company Security controller</b>	<b>Job Holder:</b>	
<b>Division:</b>	Operations	<b>Grade:</b>	SG6
<b>Discipline Area:</b>	Security	<b>Last Updated:</b>	April 2024

**Job Purpose:**

The Company Security Controller is responsible to the Head of Business Services and Managing Director for interpreting, implementing, and monitoring security controls for the appropriate protection of company personnel, assets and information and government protectively marked assets held on all sites. The role reports directly into the Head of Business Services and will work closely with other Security Officers, the HR team, the Site Facilities team, and the IT team on Security matters.

Support the development and implementation of security initiatives, designed to safeguard people, locations, information, and reputation.

The role holder will act as the Data Protection Lead (DPL) for GDPR, working with an external consultancy and all areas of the business ensuring the company is compliant with the latest regulations.

**Key Result Areas:**

The jobholder will be expected to:

- Liaising within and between the company and all government agencies and GDPR consultancy with respect to Security and GDPR matters.
- Advising management on the interpretation and implementation of contractual and, where appropriate, legislative security controls.
- Preparing and implementing the Company Security instructions, making sure that they are made available to, and understood by all appropriate employees, and updating them as necessary.
- Being readily available for consultation, giving security advice to contractors working on any SEA site if required.
- Co-ordinate the appropriate security controls for a new contract or for the alteration of buildings where protectively marked assets are to be handled, stored or produced.
- Working with HR to arrange appropriate security and GDPR education and awareness training to ensure that they understand the scale, nature of the threats and protective controls required.
- Ensure Security and GDPR breaches and incidents are reported, working with the relevant staff to ensure a thorough investigation is carried out.
- Ensuring that any serious breach of security (post internal investigation) is immediately reported to MOD or the respective Contracting Authority and, if appropriate, the regional police and CTSA ensuring that the circumstances are investigated, and a full

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report and impact analysis is passed to the Contracting Authority or MOD as appropriate.

- Where SEA (the Contracting Authority) places a separate contract with a consultant who is an employee of a FSC registered contractor, and the work is to be carried out outside the Contracting Authority's premises, the Security Controller is responsible for ensuring that security controls are appropriate to protect the protectively marked assets against compromise.
- Ensure the processing of Security Clearances for all staff and Associate Consultants, maintaining the Security Clearance database to ensure review and renewal of clearances in good time. Maintain a record of Security Clearances held, produce, complete, and carry out annual Security Appraisals for each clearance level.
- Liaise with MoD departments/Defence Industry establishments, to confirm security clearance status of SEA personnel/associate consultants prior to visits to customer sites.
- Ensure all visitors to SEA sites have the appropriate clearance level when required.
- Ensure documentation for visits to Military/Defence Industry establishments abroad for all SEA Personnel and associate consultants is carried out and submitted to the International Visits Co-ordination Office (IVCO).
- Ensure control and maintenance of the SEA Classified documents library. Provide advice to Managers with the production, classification, maintenance, receipt and dispatch of government classified material.
- Ensure control, maintenance & mustering of all documentation held within the Registry's on all sites, working closely with the security officers on those sites.
- Ensure crypto custodians and alternates are in place at all SEA sites and are trained and aware of their responsibility for storage, handling, control, and distribution of cryptographic items in accordance with JSP490.
- Support and advise on project/bid security compliance requirements, working with security assurance coordinators within the business.
- Effective implementation of the policies, procedures and notices contained within the Business Management System and coordination of external audits and accreditations in relation to Company Security and GDPR
- Ensure regular communication with IT team and have an oversight of all key cyber security tasks and milestones.

Training: Qualifications and on-the job training where required

**Reporting Line**

The jobholder will report to the Head of Business Services

**Job Location**

The job will be located in the Any Office however, the role requires the employee to travel and work from our other sites, this includes working at our Barnstaple site for at least one day per week.



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**Job Holder Declaration:**

I accept the purpose and key result areas of my role with SEA are as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Line Manager Declaration:**

I confirm that the purpose and key result areas of this role are as outlined above have been agreed with me as line manager.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_