

## **Aspire Job Description**

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Job Title:	SECURITY ACCESS & VETTING ADMINISTRATOR	POSITION ID: SECAVA261
Entity:	ASPIRE DEFENCE SERVICES LIMITED (ADSL)	
Location:	Aldershot St Omer	
Reports to:	Security Supervisor	
Key Purpose of the Role:	Checking, verifying and processing security clearance applications, and issuing Temporary Visitor Passes, Permanent and Temporary vehicle passes to authorised personnel In accordance with Aspire Defence's Security Policy and Regulations. Providing administrative support to the Security Supervisor.	
Key Responsibilities:	<ul style="list-style-type: none"> <li>• Responsible for checking and processing security clearance applications ensuring procedure adherence.</li> <li>• Acting as a focal point for all matters concerning Authority Regulations (JSP 440).</li> <li>• Entering personnel and vehicle details Into a Site Access Management System.</li> <li>• Producing the Temporary personnel pass, Pennant or Temporary vehicle pass for Issue</li> <li>• Assist In collating and analysing access statistics on a monthly basis by producing a report for the Security Access Supervisor</li> <li>• Communicate with external bodies to quickly obtain the necessary satisfactory references</li> <li>• Liaise with Aspire's internal Security Administrators and the joint venture partners</li> <li>• Comply with all Health and Safety legislation and observe all applicable Aspire policies and procedures In the discharge of his/her duties.</li> <li>• Assist In the development / continual Improvement of company processes and procedures.</li> <li>• Carry out any such duties as may be reasonably required from time to time by the Security Office.</li> </ul>	
Qualifications:	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• A good level of literacy and IT skills</li> <li>• GCSE or equivalent Grade C or above In Maths &amp; English</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• ECDL (or equivalent)</li> <li>• NVQ level 2 (or equivalent) Office Administration/Customer Services</li> </ul>	
Experience & Knowledge:	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Previous experience in an administrative role</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Previous experience of working within the MoD Security Access processes would be an advantage</li> </ul>	

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- Skills:
- Excellent communication skills (both written and verbal) with the ability to communicate effectively with internal and external stakeholders on matters concerning security access.
  - A thorough understanding of Microsoft Office packages.
  - Highly organised with an ethical or professional approach
  - Able to prioritise workload
  - Able to work unsupervised
  - Enthusiastic, willing and helpful.

Date: 04 September 2017