

Aspire Job Description

Job Title: Security Access Administrator **POSITION ID:** SECAAD566

Entity: **ASPIRE DEFENCE SERVICES LIMITED (ADSL)**

Location: Tidworth

Reports to: Security Supervisor

Key Purpose of the Role: To provide access and vetting administration services within ADSL according to the required policies and procedures to fill a contractual position at the Vehicle Check Points. In Tidworth and occasional cover at Bulford, Larkhill or Perham Down.

Key Responsibilities:

- To undertake and manage work in a safe manner in accordance with legislation and the company "Safety First" value. Ensure the adoption of ADSL's QHSE policies and procedures throughout the area of responsibility.
- Ensure the adoption of safe working practices at all times
- Undertake any Mandatory training as required
- Manage / work within the company safe systems of work for all work related activities.
- Co-ordinate security applications and have a good understanding of Authority Security regulations, providing guidance as and when required.
- Control visitors to site using a Site Access Management System, issue personnel and car passes to visitors to the garrison
- Communicate with the security team (Supervisor/S02 Security/Garrison Sergeant Major) on a daily basis in regards to access, when required.
- Ensure accurate inputting and checking of data to comply with quality standards and produce daily reports
- Deliver the highest standard of customer service at all times.
- To work according to ADSL procedures and Authority security regulations in management of protectively marked information.
- Ensure zero security breaches complying with ADSL procedures and Authority security regulations and be responsible for reporting any security breaches to line manager.
- Ensure confidentiality is adhered to at all times.
- Assist with BPSS applications for ADSL stakeholders when required.
- Attend all training identified as and when required.
- Carry out any such duties as may be reasonably required from time to time by management.

Qualifications

Essential:

- Working knowledge of Word/Excel and general IT software. GCSE Maths and English 'C' or above.
- A full UK valid driving licence.

Aspire Job Description

Experience & Knowledge:

Essential:

- Candidates will be able to demonstrate experience of working in an office/administrative environment. A good customer service background
- Ability to work in a team environment
- Good organisational skills, self-disciplined and able to use own initiative.
- A flexible approach with a 'can do' attitude.
- Be able to achieve Basic Security Clearance

Desirable:

- Knowledge of MOD Security Regulations
- Experience of working in a military environment.
- Knowledge of Site Access Management System (SAMS Sisys)

Skills:

- Communicates clearly to inform and influence others on what they need to know
- Works effectively with others
- Knows how to respond to customers in a polite and friendly manner
Takes care to ensure the health, safety and welfare of self and others
- Very good organisational skills

Date:

January 2020