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# Office Security Contact

## Scope, purpose and nature of rôle

The Office Security Contact is a part-time/supplementary rôle in addition to the person’s existing activities and responsibilities. The purpose of the role is to help achieve and maintain an adequate level of security in the local office, covering both physical and information security aspects.

Working in conjunction with experts from Information Security, Site Security, IT Help/Service Desk, Risk Management, Compliance, Human Resources *etc*., and in collaboration with the wider social network of information security people throughout the organization, key activities include:

* Periodically assessing and reviewing office information and physical security threats, vulnerabilities and impacts;
* Assisting with the implementation and improvement of office security controls;
* Verifying the identities and authorization of colleagues who need new passwords, change rôles and access requirements *etc*.;
* Promoting awareness of, and compliance with, office-related security policies and procedures;
* Assisting locally with security awareness and training activities, and attending the annual corporate security conference;
* Securing valuable assets including computer media, paperwork, passwords and keys on behalf of colleagues;
* Being the go-to person/first line support for basic office security issues and incidents.

## Distinguishing characteristics of the ideal candidate

The following personal characteristics are high on our wish-list:

* Trustworthy, with an unblemished employment record;
* Observant, pays attention to details;
* Security-aware;
* Supportive of colleagues, but insists on compliance with security policies and procedures;
* Willing to learn and keen to develop additional security-related skills and contacts.

## Relevant qualifications, skills and experience

Although no specific qualifications are required, experience in office administration is considered relevant and desirable for this rôle. The ideal candidate will have at least two years’ work experience in the office, preferably as an office administrator, office manager, receptionist, security guard or similar. Due to the trusted nature of the rôle, additional background checks may be required.

## For more information

Please contact Information Security or Human Resources for more about this rôle and the recruitment process, or to apply.