Model job description

# Workplace Information Security Representative

## Scope, purpose and nature of role

The Workplace Information Security Representative (WISP) is a part-time/supplementary role in addition to other activities and responsibilities. Its purpose is to help the organization achieve and maintain an adequate level of security in the workplace, addressing both physical and logical aspects of information security.

Working in conjunction with experts from Information Security, Site Security, Help Desk, Risk Management, Compliance, Human Resources *etc*., and in collaboration with information security people throughout the organization, activities of the WISP are likely to include:

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

## Distinguishing characteristics of the ideal candidate

The following personal traits and competencies are high on our wish-list:

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

## Qualifications, skills and experience

Although no specific qualifications are required, experience in office administration is relevant and desirable for this role. The ideal candidate will have at least two years’ work experience in the workplace, preferably as an office administrator, office manager, team leader, foreman, receptionist, security guard or similar. It will help if you are or have been a departmental representative for similar purposes such as information security or health and safety (*e.g*. fire marshal). Due to the trusted nature of the role, additional background checks may be required.