

# Job Title: Head of the ESA Corporate Physical Security Unit

Req ID 6601 - Posted 30/07/2018



## EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Internal Services.

ESA is an equal opportunity employer, committed to achieving diversity within the workforce and creating an inclusive working environment. Applications from women are encouraged.

### Post

#### Head of the ESA Corporate Physical Security Unit

This post is classified A2-A4 on the Coordinated Organisations' salary scale.

### Location

ECSAT, Harwell, United Kingdom

### Description

The postholder will be responsible for ensuring a consistent, corporate approach to ESA's physical security management and will provide security advice to the Head of the Facility Management Department, who as appropriate may issue security instructions to ensure compliance with ESA policy and procedures.

The postholder will maintain an in-depth and up-to-date overview of the overall physical security situation in so far as it may impact ESA operations or the security of ESA staff. This includes considering potential threats at ESA establishments, centres and outstations and to staff on mission.

### Duties

The postholder will have the following specific responsibilities:

- providing expert advice to decision-makers on all physical security matters under the responsibility of the Estates & Facilities Management Department, providing input concerning the appropriate ESA vigilance level and other security measures to ensure they are commensurate with the prevailing security situation, globally and locally;
- briefing the ESA Central Crisis Management Team as required when it meets to formulate responses to crises having a security component;
- acting as senior security adviser to the ESA Corporate Physical Security Contract technical officer, ensuring full compliance with the statement of work at both corporate and local levels, monitoring agreed levels of services delivered via site managers, health & safety/security officers and the contractor's country managers;
- managing ESA's travel security contract, acting as its technical officer and ensuring consistent implementation and service delivery, liaising with the Head of the ESA Travel & Videoconferencing Unit concerning travel security matters and ensuring that all ESA mission travellers are informed of security and personal-safety issues pertaining to their destinations;
- maintaining a permanent interface with the ESA Security Office to ensure timely implementation of physical security policy and responses to audit observations;
- ensuring a consistent and timely response to audits and inspections carried out by that Office, providing specific advice to ensure proper allocation of resources in the physical security domain;
- maintaining a permanent assessment of ESA establishment and centre resources (manpower, tools, standard operating procedures) to enable full compliance with ESA physical security policies and procedures;
- overseeing ESA's corporate physical security infrastructure to ensure it remains fit for purpose and reflects developments within the sector, in particular considering issues of interoperability, maintenance and

- management through the equipment lifecycle;
- liaising with and supporting FM site managers and health & safety/security officers, ensuring close coordination with FM departmental managers for crisis management and business continuity;
- performing proactive and regular expert analysis of physical security incidents to ensure early identification of trends or patterns, providing expert advice as part of a managed response;
- liaising with the prime ESA duty-holders for matters concerning FM departmental information security;
- managing and developing physical security awareness training programmes, providing advice from a corporate perspective when required.

### **Technical competencies**

State-of-the-art knowledge in area of responsibility at required level

Knowledge & understanding of the Agency's core business

Ability to rapidly assimilate and synthesise complex information

Ability to brief senior decision makers under crisis conditions

Ability to act calmly under pressure

### **Leadership competencies**

Leading change

Fostering cooperation & effective team-working

Driving performance

### **Behavioural competencies**

Continuous Learning

Results Orientation

Teamwork

Problem Solving

Planning & Organisation

Customer Focus

Relationship Management

### **Education**

Applicants for this post should have a Master's degree or equivalent qualification in a relevant domain.

### **Additional requirements**

Proven experience in the area of security is required. In addition candidates should have:

- the ability to organise their activities and motivate the work environment
  - strong leadership capabilities, with proven relationship-management and communication skills
  - the ability to drive team performance, developing its members by encouraging lifelong learning, delegating responsibility, giving regular and constructive feedback
  - strong problem-solving skills to deal with day-to-day operational challenges, plus demonstrated planning and organisational skills
  - a strong results orientation and ability to set priorities and present practical solutions orally and in writing
  - the ability to manage challenging situations proactively and constructively and to be customer focused.
- People-management experience is an asset, as is international experience, i.e. outside the candidate's home country, and experience in various functional areas relevant to ESA's activities.

### **Other information**

For behavioural competencies expected from ESA staff in general, please refer to the ESA Competency Framework.

The working languages of the Agency are English and French. A good knowledge of one of these is required.

Knowledge of another Member State language would be an asset.

The Agency may require applicants to undergo selection tests.

**The closing date for applications is 6 September 2018.**

If you require support with your application due to a disability, please email [contact.human.resources@esa.int](mailto:contact.human.resources@esa.int).

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Please note that applications are only considered from nationals of one of the following States: Austria, Belgium, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Luxembourg, the Netherlands, Norway, Poland, Portugal, Romania, Spain, Sweden, Switzerland, the United Kingdom and Canada and Slovenia.

According to the ESA Convention the recruitment of staff must take into account an adequate distribution of posts among nationals of the ESA Member States. When short-listing for an interview, priority will first be given to internal candidates and secondly to external candidates from under-represented Member States. (<http://esamultimedia.esa.int/docs/careers/NationalityTargets.pdf>)

In accordance with the European Space Agency's security procedures and as part of the selection process, successful candidates will be required to undergo basic screening before appointment.

Recruitment will normally be at the first grade in the band (A2); however, if the candidate selected has little or no experience, the position may be filled at A1 level.