

BUILD ASSET SECURITY MANAGER

JOB DESCRIPTION

October 2015

Built Asset Security Manager Job Description

The person fulfilling the role of Built Asset Security Manager should:

Understanding of security

- have an understanding of the range of potential security issues relating to the business, assets, personnel and other occupants or users of the asset;
- appreciate the importance of a holistic approach to security, encompassing aspects of people and process, as well as physical and technological security;
- understand which aspects of a built asset, asset information or digital systems within the relevant sector should be classed as sensitive throughout the asset's lifecycle;
- be able to identify the range of potential threat actors relevant to the built asset, asset information and digital systems throughout the asset's lifecycle;
- understand the vulnerabilities which threat actors may look to exploit;

Risk management

- be capable of developing a clear, comprehensive understanding and assessment of the risks to, and consequences for: personnel and other occupants and users of the asset; the built asset itself; asset information; and/or the benefits the built asset exists to deliver;
- understand how risks change and evolve throughout an asset's lifecycle, taking account of political, economic, social, technological, legal and environmental factors;
- be able to formulate, collate and assess potential measures to control and minimise risks;
- be able to advise on risk acceptance;

Policy development and management

- be able to manage the development, maintenance, and review of the Built Asset Security Strategy, Built Asset Security Management Plan, Security Breach/Incident Management Plan and Built Asset Security Information Requirements;
- be capable of writing robust, appropriate, proportionate and auditable:
 - policies setting out security-related business rules;
 - processes which enable consistent implementation of the built asset security policies; and
 - procedures comprising detailed, repeatable and consistent mechanisms for implementation and operational delivery of built asset security processes;
- be capable of undertaking auditing of documentation, policies, processes and procedures relating to the security of the built asset to assess whether the organisation's security requirements are being delivered, as well as advise on any response required;

Delivery

- be capable of taking ownership of, and maintaining responsibility for, security decisions made and their operational effectiveness;
- be able to communicate the asset owner's security-minded requirements at all levels within the asset owner's organisation and its supply chain, including in the production of tender and contractual documents;
- be able to assess documentation to establish the capability of organisations to deliver the asset owner's built asset security requirements;
- be capable of liaising with the supply chain on the interpretation and implementation of the key built asset security documents;
- be able to work closely with key staff in the asset-owner's organisation and supply chain to ensure the delivery of the security-minded policies, processes and procedures;
- be able to undertake investigation of, and report on, security breaches and incidents, as well as advise on any response required;

General

- be capable of delegating responsibility for the day-to-day management of specific security tasks or duties;
- be capable of, and responsible for, promoting a security-minded culture throughout the asset owner's organisation and its supply chain;
- be capable of representing the asset owner at a senior level when liaising with the supply chain and other third parties;
- know the limitations of their own knowledge and expertise and be prepared to seek specialist advice where necessary.

It is recommended that any person fulfilling this role will have previously undergone suitable training which allows them to demonstrate sufficient knowledge, understanding and competence in each of the areas described above.

They should also be able to evidence that they have kept their skills up-to-date through suitable continuing professional development.