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| **Role** | **Admin Support Officer** |

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| Job Family | Business Management and Support | Sub Category | Business Management and Support | Grade | A2 |

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| Additional Requirements  |
| * Working as part of the Operational and Corporate Security Team, the post holder will deliver a professional and assured security service to FCDO Services.  Working within the requirements of the FCDO and FCDO Services security policies, the post holder will focus on operational security matters across a range of security initiatives throughout the organisation.
* The role will focus on implementing, maintaining and improving security standards within FCDO Services whilst working within the Operational and Corporate Security Team to improve the security culture within the organisation.
* Reporting directly to the Corporate Security Manager within the Operational and Corporate Security Team in Health, Safety, Security and Quality (HSSQ) the post holder will be responsible for:
	+ Providing the FCDO Services Departmental Security Coordinator network with up to date guidance and communications
	+ Manage the security incident process across FCDO Services within the alignment of the FCDO Incident Policy
	+ Control the FCDO Services Incidents mailbox ensuring all incidents are processed and closed within a 10 day timeframe
	+ Progress and maintain the FCDO Services security incident database; analyse and report security incident trends; recommend initiatives to reduce incidents across FCDO Services
	+ Production and distribution of monthly Management Information (MI) and statistics meeting the requirements of various forums and stakeholders
	+ Provide Departmental Security Coordinator assistance for HSSQ; provide cover for Departmental Security Coordinator’s across FCDO Services
 | * Manage, maintain and administer security compliance of the FCDO Services Joiners and Leavers in accordance with the retention/disposal period.
* Improve, manage, maintain and administer FCDO Services security furniture database in line with legal and regulatory requirements, liaising with Departmental Security Coordinator’s as necessary
* Implement new security policies, procedures and compliance processes across FCDO Services as required
* Assist the Corporate Security Manager in the delivery of operational security measures within FCDO Services
* Build strong relationships with FCDO Services Departmental Security Coordinator’s and other key stakeholders
* Provide cover and support for other Operational and Corporate Security Team members as required
* Provide administrative support to other teams in HSSQ as required
* Maintain HSSQ Information Assurance Register in line with FCDO Services Retention Schedule
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