

Issued: 15 Dec 2021  
Review period: 1 year  
Next Review: 15 Dec 2022

## **NAVY COMMAND PRINCIPAL SECURITY ADVISER** **SECURITY ASSURANCE TEAM TERMS OF REFERENCE**

1. **POST TITLE:** NC PSYA-SY TEAM
2. **GRADE:** WO2 RM/CPO/MAA/CSGT

### **PREAMBLE AND AIM FOR THE DIRECTORATE**

3. The Principal Security Adviser (PSyA) to the Navy Command (NC) TLB is responsible, through COS(HQ) as the NC Senior Security Risk Co-ordinator (NC SSRC), for providing NC Senior Management with assurance of effective:

- a. Management of security risks across the NC TLB.
- b. Maintenance of agreed security standards, in accordance with MOD security policy.
- c. Oversight of the Royal Navy Police (RNP).

### **PURPOSE**

4. NC PSyA Security Assurance Team Advisors are responsible for security assurance visits/inspections and the provision of security advice to the Commanding Officers of HM Ships/Submarines, RFAs, Navy Command Establishments, OFDs, RM Units and Sea Cadet Units throughout the UK and abroad.

### **ACCOUNTABILITY**

5. NC PSyA Security Team Advisors are directly responsible to the Security Assurance Team SO1.

### **AUTHORITY**

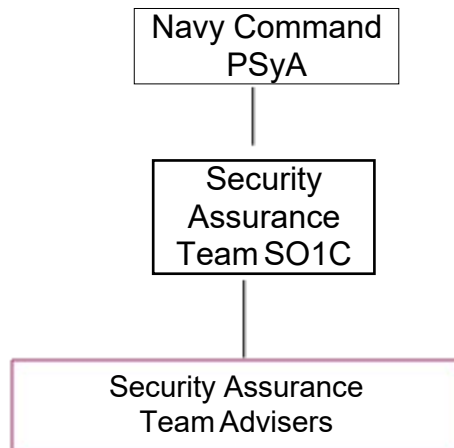
6. NC PSyA Sy Team Advisors are authorised to:

- a. Liaise with COs, HoEs, USOs/ESyOs, ITSOs and other personnel holding security responsibility in ships, submarines, RFAs, OFDs, NC Establishments, RM and Sea Cadet Units.
- b. Liaise with other NC PSyA staff regarding security matters or as directed by the Security Assurance Team SO1.
- c. Liaise with other MOD PSyA staff as necessary.
- d. Liaise with DSR staff as necessary.
- e. Liaise with external agencies including Service, MOD, OGDs, Intelligence Services, Police, foreign military organisations and civilian companies on matters of security.

- f. Represent NC PSyA, as appropriate, on RN, MOD, and interdepartmental committees, working groups and meetings.
- g. Sign correspondence of a routine and non-contentious nature and release signals on behalf of NC PSyA in the furtherance of his/her role.
- h. Provide advice on all aspects of protective security including physical, documentary, IT, Crypto, STRAP, Data Protection, personnel and personal security and policy iaw JSP 440, JSP 490 and NC Security Regulations (NSCRs).

## ORGANISATION

7.



## TASKS

8. The principal tasks of the NC PSyA Security Assurance Team Advisers are:
- a. To provide advice and guidance to HM Ships and Submarines, RFAs, OFDs, NC Establishments, RM Units and Sea Cadet Units on all aspects of protective security.
  - b. To lead/assist in the conduct of protective security assurance visits/inspections (FULL/ACI/STRAP/SNAP/ADVIS) of ships and submarines, shore establishments and Units; assessing compliance with current security policy and promulgated Security Risk Management procedures.
  - c. To produce comprehensive, accurate and meaningful assurance/inspection reports in accordance with the current format and practice within 6 weeks of visit.
  - d. To ensure the NC PSyA Security Assurance Programming Tool, SharePoint site information and associated MI is kept up to date.
  - e. To assess and act on Reports of Action from Units as required.
  - f. To assist with the annual Unit/Establishment Security Self-Assessment exercise, particularly the monthly preparation and analysis of reports

- g. To assist in the provision and delivery of all types of Security Awareness, Education and Training as required, including briefings, presentations and support to the Defence Establishment Security Officers Course.
- h. To assist with the assurance/assessment of Unit Security exercises including both tabletop and live exercises.
- i. To provide advice and guidance to Units, Establishments and Project Teams on the security requirements for all new build Ships, Submarines, Equipment and Infrastructure.
- j. To conduct sanitisation visits to units prior to disposal or sale.
- k. To act as the NC PSyA duty officer as required.
- l. To act as the NC PSyA Assistant USO as required.
- m. To assist the Security Assurance Team SO1 and/or Command Team as directed.

## COMPETENCES

9. In general, the post holder is to be: RN/RM WO2/CPO/MAA/CSGT

In addition to adequate MODNET/DII/MS Office skills, the post requires the following competences:

Competences – Required for Team Advisers
DV and STRAP Clearance
Current UK Driving Licence
Defence Establishment Security Officers Course
Defence Information Management Passport
Protective Security in the Critical National Infrastructure – CPNI Level 1 Course
Operational Requirements – CPNI Level 1 Course
Deter, Detect, Delay and Detain – CPNI Level 2 Course
Audit and Evaluation Skills Course
Crypto Custodians Course
CBO Course
Defence IT Security Officers Course
CPNI Level 3 Courses as required
Defence Protective Security Practitioner
DPA/GPDR Workshop
Cyber and CIS Security Courses as required
Port Facilities Security Officer Course

Job Holder's Signature:

Line Manager's Signature:

*Signed on MODNET*

A Dobbs  
Security Assurance Team Leader  
NC PSyA

Date:

Date:

Review date: 15 Dec 2022