



Canadian  
Supply Chain  
Sector Council

Conseil canadien  
sectoriel de la chaîne  
d'approvisionnement

## OCCUPATIONAL STANDARD

(For use in the development of supply chain related job descriptions, performance evaluations, career development plans, etc.)

<b>Position:</b>	<b>SECURITY RISK MANAGEMENT SPECIALIST</b>
<b>Description of Position (As defined by the CSCSC Stakeholder Community)</b>	<i>Security Risk Management Specialists perform security assessments for organizations by designing security systems and processes in areas of physical security, personnel security, and information security (cyber).</i>
<b>Position Development</b>	Advancement to more senior management positions is possible through progressively responsible positions and management experience.
<b>Required Qualifications:</b>	<b>(Education, Training, Related Work Experience)</b>
<b>Education and Additional Requirements</b>	A university degree or college diploma is usually required. A combination of related training and considerable industry related experience may be considered an equivalent. Clean criminal record is required.  If employed by transportation facilities a valid transportation security clearance by Transport Canada may be required.
<b>Training</b>	Organizations require that the individual will already have the required skills, knowledge, and work-related experience.
<b>Related Work Experience</b>	Previous security work-related skills, knowledge, or experience is considered an asset.
<b>Tasks:</b>	
<b>Security Risk Management Specialists perform some or all of the following tasks</b>	<ul style="list-style-type: none"> <li>• Physical security assessment or recommendation of third party assistance to conduct physical security assessment</li> <li>• Recommend solutions to address security gaps or assist third party with recommendations that are customized to the individual locations</li> <li>• Recommend reassessment as location changes occur</li> <li>• Assess any travel security needs for employees travelling on company behalf</li> <li>• Assess personal security threat and company information loss</li> </ul>

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	<p>prevention needs of employees working on or carrying information devices (credit card information, fraud)</p> <ul style="list-style-type: none"> <li>• Assess security needs of supply chain partners that could affect final goods and reputation of the company. This includes physical security needs, information security protection needs and employee threat awareness training needs</li> <li>• Direct and supervise the creation, adoption, and maintenance of an information security/cyber security risk framework</li> <li>• Develop risk management processes, tools, and reporting systems</li> <li>• Participate in development and implementation of organization's security standards, policies, and procedures</li> <li>• Effectively communicate security standards, policies and procedures to all employees so that all employees are able to recognize potential threats</li> <li>• Participate in design, development, testing, third party recommendation, and delivery of security training activities</li> <li>• Conduct security audits and ensure new security directions are developed to mitigate associated risks through appropriate due diligence, including research, risk assessment, and socialization with relevant stakeholders</li> <li>• Recommend security system improvements as well as improvements in organization's standards, policies, and procedures</li> <li>• Respond to emergency situations on an on-call basis</li> <li>• Determine the value loss impact and criticality of assets</li> <li>• Develop or review specifications for design or construction of security systems</li> <li>• Monitor the work of contractors in the design, construction, and startup phases of security systems</li> <li>• Review design drawings or technical documents for completeness, correctness, or appropriateness</li> <li>• Inspect security design features, installations, or programs to ensure compliance with applicable standards or regulations</li> <li>• Test security measures for final acceptance and implement or provide procedures for ongoing monitoring and evaluation of the measures –</li> <li>• Audit for gaps and misses of protected thresholds, such as possible entries or newly discovered means of circumventing systems/alarms and breaches.</li> <li>• Budget and schedule security design work</li> </ul>
<p><b>Tools and Technology:</b></p>	
	<ul style="list-style-type: none"> <li>• Computer Hardware and Associated Software and Systems (database user interface and query, document management, network monitoring, network security, operating systems, electronic</li> </ul>

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	<p>mail, project management, spreadsheets)</p> <ul style="list-style-type: none"> <li>• Communication devices, electronic surveillance, alarm systems, security or access control systems, motion detectors, card readers, closed circuit television CCTV systems</li> </ul>
<b>Required Competencies:</b>	<b>(Knowledge, Skills, Personal Attributes)</b>
<b>Knowledge</b>	A Security Risk Management Specialist should have knowledge of public safety and security, computers and electronics, customer and personal services, engineering and technology, administration and management, telecommunications, English language, and other languages as required.
<b>Skills</b>	A Security Risk Management Specialist should have the following skill sets: critical thinking, complex problem solving, intuitiveness, active listening and learning, speaking, reading comprehension, writing, coordination, and service orientation.
<b>Personal Attributes</b>	<b>(Abilities, Work Values, Work Styles)</b>
<b>Abilities</b>	The following abilities are important to the role of Security Risk Management Specialist: written expression and comprehension, oral expression and comprehension, problem sensitivity, speech clarity and recognition, inductive and deductive reasoning, information ordering.
<b>Work Values</b>	Individuals who will succeed in this position: <ul style="list-style-type: none"> <li>• offer supportive management</li> <li>• value working with co-workers in a friendly environment, and contributing to a safety conscious working environment</li> <li>• adhere to a code of ethical conduct</li> </ul>
<b>Work Styles</b>	The following work styles are attributable to a Security Risk Management Specialist: integrity, dependability, analytical thinking, initiative, attention to detail, stress tolerance, persistence, adaptability/flexibility, leadership.
<b>Essential Skills Profile:</b>	Essential Skills are the skills needed for work, learning and life. They provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to workplace change. For more detailed essential skills profiles please refer to the ESDC website: <a href="http://www.esdc.gc.ca/eng/jobs/les/index.shtml">http://www.esdc.gc.ca/eng/jobs/les/index.shtml</a>
<b>Reading Text</b>	<ul style="list-style-type: none"> <li>• Frequently read logbook entries and notes, instructions on forms, short reports, information sheets, email and memos, instructions and best practice procedures, security alerts and bulletins, equipment and operating manuals</li> </ul>

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	<ul style="list-style-type: none"> <li>• May read regulations</li> <li>• May read technical specifications</li> </ul>
<b>Document Use</b>	<ul style="list-style-type: none"> <li>• Locate and enter information in lists and logs and complete a variety of forms</li> <li>• May interpret maps and floor plans</li> <li>• May interpret high level process and instrumentation drawings</li> <li>• May study images generated by security cameras and scanners</li> <li>• Must be able to read simple to complex documents in which considerable inference may be required</li> <li>• Specialized knowledge of the content of the document may be required; multiple pieces of information from multiple sources are synthesized; the quality of information may be evaluated for accuracy and omissions</li> </ul>
<b>Writing Skills</b>	<ul style="list-style-type: none"> <li>• Write communications to co-workers and managers to inform about matters such as upcoming training and changes to operating procedures</li> <li>• Write detailed logs by recording the locations being worked on and monitoring for change that could lead to potential threat</li> <li>• Write detailed reports to describe security incidents or violations of regulations, policies and procedures</li> <li>• Write comprehensive security polices, work procedures and recommendations to upper level management</li> <li>• Write a variety of business letters</li> </ul>
<b>Numeracy</b>	<ul style="list-style-type: none"> <li>• Apply financial math/money math</li> <li>• Apply scheduling, budgeting and accounting math</li> <li>• Apply measurement and calculation math</li> <li>• Apply data analysis math</li> <li>• Utilize numerical estimation</li> </ul>
<b>Oral Communication</b>	<ul style="list-style-type: none"> <li>• Provide clear and concise recommendations to upper level management on information regarding potential security risks</li> <li>• Professional communication and information exchange with staff and colleagues using a variety of communications devices and media</li> <li>• Conduct meetings and make presentations</li> </ul>
<b>Thinking Skills</b>	<b>(Problem Solving, Decision Making, Job Task Planning and Organizing, Significant Use of Memory, Finding Information)</b>
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>• May encounter equipment malfunctions</li> <li>• Ability to think and respond quickly, and adjust operating procedures</li> </ul>

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	<p>in response to unplanned events</p> <ul style="list-style-type: none"> <li>• May have to adapt negotiation strategies to cope with new circumstances or issues that arise</li> </ul>
<b>Decision Making</b>	<ul style="list-style-type: none"> <li>• Evaluate potential and actual, current safety and security threats</li> <li>• Evaluate and choose appropriate security and emergency response measures</li> <li>• Make decisions consistent with the established security procedures</li> </ul>
<b>Job Task Planning and Organizing</b>	Liaison with employees and other management is needed to co-ordinate the security management activities.
<b>Significant Use of Memory</b>	<ul style="list-style-type: none"> <li>• Remember policies and procedures relevant to security activities</li> <li>• Remember applicable regulatory requirements</li> </ul>
<b>Finding Information</b>	<ul style="list-style-type: none"> <li>• Search computer databases to make sure information entered into the system is accurate and updated</li> <li>• Obtain information by speaking with staff, making phone calls, reading correspondence, and conducting database searches</li> <li>• Find information for budgeting purposes</li> </ul>
<b>Working with Others</b>	Security Risk Management Specialists are generally self-directed and work as part of a broader team. They often will consult with relevant colleagues for their views, concerns and issues related to security risks.
<b>Continuous Learning</b>	Enhanced learning may be acquired as part of regular work activity, through training offered in-house, through reading or other forms of self-study, or through off-site training. Ongoing learning occurs through participation in professional organizations, seminars, courses, conferences, trade shows, and social media groups of common interests and responsibilities. In addition, skills may be upgraded by taking management classes through educational institutions.
<b>Additional Information</b>	<b>(Physical Aspects, Attitudes)</b>
<b>Physical Aspects</b>	A Security Risk Management Specialist works extensively in an office environment however may also be required to partake in outside travel – sitting for long periods of time, with repetitive computer and telephone use. Typically there is no heavy lifting, bending, or stooping required.
<b>Attitudes</b>	Attitudes of a Security Risk Management Specialist include a strong commitment to leadership, management, transparency, and a code of ethical conduct. A Security Risk Management Specialist should have excellent interpersonal skills, analytical, planning and organizational abilities. Flexibility and an exhibited awareness of, and sensitivity to other cultures are considered important as a Security Risk

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	Management Specialist may work with diverse groups, individuals and interests.
<b>Future Trends Affecting Essential Skills:</b>	All essential skills are affected by the introduction of technology in the workplace. Ability to adapt to new technologies is strongly related to skill levels across the essential skills, including reading, writing, thinking and communication skills. Technologies are transforming the ways in which Security Risk Management Specialists obtain, process, and communicate information, and the types of skills needed to perform.

<b>Government of Canada Defined - Related NOC Code &amp; Description</b>	<b>6541 Security Guards and Related Security Service Occupations</b> This unit group includes workers who guard and implement security measures to protect property against theft, vandalism and fire, control access to establishments, maintain order and enforce regulations at public events and within establishments, conduct private investigations for clients or employers and provide other protective services not elsewhere classified. They are employed by public or private security agencies, residential complexes, educational, cultural, financial, and health institutions, retail establishments, businesses and industry, investigation service companies, transportation facilities, and organizations throughout the private and public sectors, or they may be self-employed.
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**Document Management:**

Activity #	Activity Type*	Replaces	New Version Name	Responsible Individual
1	Document Created	Not Applicable	May 7, 2015	I. Vasileski (CSA)
2				

**\*Activity Types:**

- ✓ Document Created
- ✓ Document Modified (Minor Corrections & Editorial Changes)
- ✓ Document Updated (Complete Review)
- ✓ Document Finalized
- ✓ Document Retired

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