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Position Description

Position Information

Integrated Job Role Profile (IJRP)	N/A. Position Information Form (PIF) based WVA.		
Job Family, Job Function, Job Role and Code	Intelligence — Security — Security Advisor — 30002048		
Classification	APS 5		
Position Title	Physical Security Adviser		
Position Number	TBA		
Group/Division	Critical Infrastructure & Pro Sec (CIPS) / Resilience & Protective Security (RAPS)		
Branch/Section	Protective Security Coordination Centre (PSCC) / Physical Security		
Size of Team	0	Direct Reports	0
Reports to	Assistant Director Physical Security – 60177110		
Location	Brindabella Park, ACT		
Security Classification	Negative Vetting 1		
Endorser Name and Position Title	Paul Alaimo – Director Physical Security		
Date PD Created by Workforce Design	13 August 2025		

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Section Overview

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The Physical Security Team supports the design, implementation and ongoing management of physical security standards and infrastructure in the offices and residences of Australia's High Office Holders, executive appointees and prescribed individuals assessed to be 'at risk'.

The team works within the Protective Security Coordination Centre (PSCC), and partners with law enforcement and intelligence agencies to ensure security measures are tailored to risk, environment, and the specific needs of individuals, including their staff and families.

The team leads the supply, installation and maintenance of security infrastructure in conjunction with private sector partners, and in accordance with relevant Commonwealth and Departmental policy.

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This role is responsible for supporting the conduct and delivery of physical security risk assessments, as well as the procurement and implementation of physical security treatments to commercial, diplomatic and residential environments.

Coordination with external stakeholders, including other Commonwealth agencies, law enforcement and service providers, will be required to ensure successful delivery of these functions.

This position provides capability in support of the objectives of the PSCC, and the Department's remit as it pertains to National Security and the protection arrangements of Australian High Office Holders, Parliamentarians and Diplomatic interests.

This position does not have any supervisory responsibilities.

Specific Duties and Responsibilities

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- Support the delivery of physical security risk assessments, and the procurement and implementation of physical security treatments to commercial and residential sites.
- Support the delivery of security projects and programs, with ability to inform and implement work schedules, for service providers and stakeholders.
- Support the leadership team develop and deliver key priorities, including physical security analysis, projects, procurement and financial management.
- Engagement with diverse stakeholders, including law enforcement, service providers, intelligence agencies, as well as high office holders and their families.
- Undertake efficient and compliant procurement, contract management and budget procedures.

Role Requirements and Qualifications

Mandatory Role Requirements and Qualifications

- Effective written and verbal communication skills, including the ability to tailor communication and contribute to internal reports and briefings.
- Ability to provide accurate, consistent, timely and appropriate advice to senior team-members, clients and stakeholders.
- An understanding of risk management principles and the ability to support the implementation of innovative security controls.
- Ability to track and record data from a variety of sources in corporate systems, including electronic records management.
- The ability to work under guidance to manage competing priorities under tight timelines.
- Ability to support sensitive work programs, with a strong focus on integrity, confidentiality and discretion.

Preferred Role Requirements and Qualifications

- Knowledge and experience in supporting projects within a security environment is desirable.
- Experience in physical security, construction, property management or heritage would be advantageous.
- National security and/or protective security.
- Risk management and/or security risk management.
- Procurement, contract management and budgets.
- Project management, or the ability to undertake training in these areas.

Mandatory Core Capabilities

To perform the job successfully, an individual should demonstrate the capabilities, skills and knowledge, and adhere to all relevant aspects described by:

- [Work Level Standards](#)
- [Integrated Leadership System \(ILS\) - A guide to the Integrated Leadership System](#)
- [Home Affairs Professional Standards and Integrity Framework](#)
- [APS Values](#)
- [APS Code of Conduct](#)
- [APS Legislative Requirements](#)