



OFFICIAL

# Position Description

## Position Information

Integrated Job Role Profile (IJRP)	Portfolio, Program and Project Management — Project Manager — APS5 - EL2		
Job Family, Job Function, Job Role and Code	Portfolio, Program and Project Management — Project — Project Manager — 30000600		
Classification	APS 5		
Position Title	Project Officer		
Position Number	Various		
Group/Division	Critical Infrastructure & Protective Security Group / Resilience and Protective Security Division		
Branch/Section	Protective Security Branch / Official Establishments Security		
Size of Team	6	Direct Reports	1
Reports to	Senior Security Advisor – 60177168		
Location	Canberra, ACT		
Security Classification	Negative Vetting 1		
Endorser Name and Position Title	Brooke Ellis-Lloyd – Director, Physical Security Programs and Assurance		
Date PD Created by Workforce Design	1 October 2025		

OFFICIAL

# Position Description

## Section Overview

### Section Overview

The Official Establishments Security team (OE) supports the design, implementation and ongoing management of physical security standards and infrastructure at the Official Establishments (The Lodge, Kirribilli, Admiralty and Government Houses).

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.

The team works are responsible for designing and delivering new governance arrangements at the senior executive levels, including preparing papers for decision / guidance and running the secretariat functions for this new oversight group. The position requires close collaboration with the Protective Security Coordination Centre, Physical Security and Programs and Assurance sections to deliver the OEs work.

## Position Overview

### Position Overview

The Project Officer is responsible for supporting the delivery of complex security projects, including supporting procurement of physical security treatments at Official Establishments.

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 for the Official Establishments and their principals.

The position does not have supervisory responsibilities.

## Specific Duties and Responsibilities

Specific Duties and Responsibilities	
Competency	Tasks and Duties
<b>Contribute to project planning</b>	<ul style="list-style-type: none"> <li>Understand the agreed business outcomes and project mission/goal.</li> <li>Assist with project scheduling, including identifying milestones, dependencies, timelines and transition into service.</li> <li>Assist with defining project scope, limitations, dependencies and assumptions, including requirements specification.</li> <li>Conduct project planning administration tasks as required.</li> </ul>
<b>Contribute to project risk management</b>	<ul style="list-style-type: none"> <li>Assist with conducting risk management in accordance with the appropriate risk management plan and the Department's risk management framework.</li> <li>Identify risks and establish risk context and profiles.</li> <li>May identify suitable risk and treatment owners.</li> <li>Maintain risk registers.</li> </ul>
<b>Support project delivery and performance activities</b>	<ul style="list-style-type: none"> <li>Report and escalate issues that impact delivery of a project.</li> <li>Assist with project monitoring activities, including tracking performance against milestones, budget, and resource allocation.</li> <li>Assist with the provision of secretariat support for project boards to ensure the appropriate oversight, tracking, performance monitoring and decision making for a project.</li> <li>Assist with the preparation of accurate, timely and transparent reporting on the project to a variety of stakeholders.</li> </ul>
<b>Assist with project finances</b>	<ul style="list-style-type: none"> <li>Have an understanding of the financial impacts of changes to a project scope, schedule or contract.</li> <li>Assist with budgeting, phasing and reporting activities.</li> <li>Verify invoices, conduct goods receipting and accounts payable activities, seeking appropriate delegate approval and maintaining financial records in accordance with financial legislation and policy.</li> <li>May assist with contract management activities, including asset acquisition/disposal and non-personnel resource management in accordance with departmental procedures.</li> </ul>
<b>Assist with project stakeholder management</b>	<ul style="list-style-type: none"> <li>Build and maintain stakeholder relationships across multiple business and operational areas.</li> <li>Appropriately tailor communications to a broad range of stakeholders within the project.</li> <li>Draft stakeholder engagement plan/s for a project, including managing expectations.</li> <li>May assist with planning, coordinating and running meetings and provide secretariat responsibilities or functions as required.</li> </ul>

#### Custom Tasks

- Apply legislation such as Public Governance, Performance and Accountability Act 2013, Commonwealth Procurement Rules (CPRs), Public Service Act 1999, Privacy Act 1988.
- Track and record data from a variety of sources in corporate systems, including electronic records management.

## Role Requirements and Qualifications

#### Mandatory Role Requirements and Qualifications

- Ability to support sensitive work programs, with a strong focus on integrity, confidentiality and discretion.
- An understanding of risk management principles and the ability to support the implementation of innovative security controls.
- Effective written and verbal communication skills, including the ability to tailor communication and contribute to internal reports and briefings.
- An understanding of risk management principles and the ability to support the implementation of innovative security controls.

#### Preferred Role Requirements and Qualifications

- Knowledge and experience in supporting projects within a security environment is desirable.
- National security and/or protective security.
- Risk management and/or security risk management.
- 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 \(ILS\)](#)
- [Home Affairs Professional Standards and Integrity Framework](#)
- [APS Values](#)
- [APS Code of Conduct](#)
- [APS Legislative Requirements](#)