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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	60190498		
Group/Division	Protective Security Group / Resilience and Protective Security Division		
Branch/Section	Protective Security Branch / Physical Security Programs & Assurance		
Size of Team	7	Direct Reports	1
Reports to	Senior Project Officer – 60178450		
Location	Canberra, ACT		
Security Classification	Negative Vetting 1		
Endorser Name and Position Title	Brooke Ellis-Lloyd - Director		
Date PD Created by Workforce Design	6 August 2025		

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Section Overview

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<p>The Physical Security Programs and Assurance (PSPA) team manages complex operating and capital budgets, executive reporting, and an assurance framework. This includes ongoing assessment, testing, reviewing and evaluation of physical security controls and equipment to ensure compliance and effectiveness of critical security infrastructure installed at Official Establishments.</p> <p>PSPA are also responsible for developing and enhancing internal processes and focussing resources to support workflows, future work programs and maintenance and assurance schedules across relevant Official Establishment sites.</p> <p>This section provides capability in support of the objectives of the Protective Security Coordination Centre, and the Department's remit as it pertains to National Security and the protection arrangements for the Official Establishments and their principals.</p>

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<p>The Physical Security Programs and Assurance (PSPA) works within the Protective Security Coordination Centre (PSCC) supporting This position will support the management of the day-to-day business operational requirements of the PSPA section working under limited direction to implement, develop and continuously improve program management activities. You will contribute to program planning, including identifying scope, dependencies and deliverables as well as providing administrative support, and compliant record keeping practices. You will support cost-benefit analysis, risk planning and draft various types of reporting, correspondence and communication materials.</p>

Specific Duties and Responsibilities

Specific Duties and Responsibilities	
Competency	Tasks and Duties
Contribute to project planning	<ul style="list-style-type: none"> Understand the agreed business outcomes and project mission/goal. Assist with project scheduling, including identifying milestones, dependencies, timelines and transition into service. Conduct project planning administration tasks, as required. May conduct research into project lifecycle and associated costs. Assist with developing communication plans.

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	<ul style="list-style-type: none"> • May assist with change management activities.
Contribute to project risk management	<ul style="list-style-type: none"> • Assist with conducting risk management in accordance with the appropriate risk management plan and the Department's risk management framework. • Identify risks and establish risk context and profiles. • Have an understanding of mitigation controls and planning. • May identify suitable risk and treatment owners. • Be aware of contingency planning. • Contribute to determining risk treatments. • Maintain risk registers.
Support project delivery and performance activities	<ul style="list-style-type: none"> • Report and escalate issues that impact delivery of a project. • Assist with project monitoring activities, including tracking performance against milestones, budget, and resource allocation. • Assist with the provision of secretariat support for project boards to ensure the appropriate oversight, tracking, performance monitoring and decision-making for a project. • Assist with the preparation of accurate, timely and transparent reporting on the project to a variety of stakeholders. • Provide assistance with project closure activities, including post-implementation review activities.
Assist with project finances	<ul style="list-style-type: none"> • Assist with project cost estimates. • Have an understanding of the financial impacts of changes to a project scope, schedule or contract. • Assist with budgeting, phasing and reporting activities. • Verify invoices, conduct goods receipting and accounts payable activities, seeking appropriate delegate approval and maintaining financial records in accordance with financial legislation and policy. • May assist with contract management activities, including asset acquisition/disposal and non-personnel resource management in accordance with departmental procedures.
Assist with project stakeholder management	<ul style="list-style-type: none"> • Appropriately tailor communications to a broad range of stakeholders within the project. • Draft stakeholder engagement plan/s for a project, including managing expectations. • May assist with planning, coordinating and running meetings and provide secretariat responsibilities or functions as required. • Provide advice to colleagues and other staff to assist with business improvement. • Understand the impact of the project upon its stakeholders and escalate their concerns appropriately.

	<ul style="list-style-type: none"> Negotiate and collaborate with a range of stakeholders to ensure the best outcome is delivered within day-to-day scope of work.
Custom Tasks	
<ul style="list-style-type: none"> Maintain a current, accessible Standard Operating Procedures (SOPs) register. The register will capture all SOPs across the branch, to ensure accuracy and compliance with Departmental style guide requirements. Conduct regular reviews and updates to include any new responsibilities. Assist in developing and maintaining a catalogue of policy and procedures across the branch, identify gaps and ensuring compliance with Departmental requirements. Assist in the drafting of policy and/or procedure documents to support the functions of the branch. Assist with procurement and contract management activities within the section or branch and manage relationships with a broad and diverse range of stakeholders. Assist with the establishment of a central financial management function for Physical Security Sections, including on-going goods receipting function for the branch. Record new installations of physical security equipment with Comcover. 	

Role Requirements and Qualifications

Mandatory Role Requirements and Qualifications
<ul style="list-style-type: none"> Sound research and analytical skills, with the ability to assess risks, identify gaps in compliance, and continue to continuous improvement Ability to prepare clear and concise briefing materials, assurance reports and internal communications to support decision making by senior leadership. Experience working with or supporting governance processes, including coordinating internal reviews, audits and compliance tracking activities. Knowledge of, or willingness to develop understanding of, relevant legislation such as the Public Governance, Performance and Accountability Act 2013, Accountable Authority Instructions (AAIs), Financial Management Guidelines (FMGs), Record keeping, Workplace Health and Safety (WHS) obligations.
Preferred Role Requirements and Qualifications
<ul style="list-style-type: none"> Qualifications and/or experience in government contract or procurement management. 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](#)

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- [APS Values](#)
- [APS Code of Conduct](#)
- [APS Legislative Requirements](#)