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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 6		
Position Title	Project Manager		
Position Number	60177109		
Group/Division	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	Assistant Director		
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		

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## Section Overview

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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.

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The Project Manager is responsible for leading and managing the delivery of complex security projects, including procurement and implementation of physical security treatments at official establishments.

The role requires strong planning, risk management and decision making skills to ensure projects are delivered on time, within budget and in line with Commonwealth requirements.

The role involves proactive engagement with stakeholders across government, law enforcement and service providers managing competing priorities to achieve high quality outcomes.

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 Project Manager has supervisory responsibilities – leading a small team to delivery project outcomes effectively, mentoring and supporting junior staff building capability and looking for ways to continuously improve procedures. The position is also responsible for fostering a cohesive and professional team environment, ensuring that work is undertaken in line with departmental policies, the APS Values and the APS Code of Conduct.

## Specific Duties and Responsibilities

Specific Duties and Responsibilities	
Competency	Tasks and Duties
<b>Conduct planning for simple/low risk projects</b>	<ul style="list-style-type: none"> <li>Assist with prioritising projects across business areas in line with Departmental/Portfolio priorities.</li> <li>Interpret and define the agreed business outcomes and the project's goals and objectives.</li> <li>Assist with defining project scope, limitations, dependencies and assumptions, including requirements specification.</li> <li>Design a project approach, including appropriate method and acquisition strategy.</li> </ul>
<b>Conduct risk management for simple/low risk projects</b>	<ul style="list-style-type: none"> <li>Identify risks and establish risk context and profiles.</li> <li>Define risk appetite, tolerance, escalation and treatment for projects.</li> <li>Assist with the development and tailoring of appropriate controls and plans to mitigate risk to the project outcomes.</li> <li>Identify suitable and appropriate risk and treatment owners.</li> </ul>
<b>Conduct delivery and performance activities for simple/low risk projects</b>	<ul style="list-style-type: none"> <li>Manage and resolve issues that impact delivery of a project or escalate as appropriate.</li> <li>Undertake project monitoring activities, including tracking performance against milestones, budget, evaluation reporting and resource allocation.</li> <li>Provide secretariat support for project boards to ensure the appropriate oversight, tracking, performance monitoring and decision making.</li> <li>Monitor and manage project scope to ensure alignment within agreed parameters.</li> </ul>
<b>Quality assure and monitor project finances</b>	<ul style="list-style-type: none"> <li>May contribute to the monitoring and management of expenditure, ensuring targets are met and escalating deviations from agreed tolerances in accordance with the project plan.</li> <li>Prioritise finances by understanding financial impacts of changes to a scope, schedule or contract.</li> <li>Verify and quality assure complex 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>Contribute to contract management activities, including asset acquisition/disposal and non-personnel resource management in accordance with departmental procedures.</li> </ul>
<b>Conduct project stakeholder management</b>	<ul style="list-style-type: none"> <li>Initiate, build and maintain strong stakeholder relationships.</li> <li>Appropriately design and tailor communications and messaging for a broad range of stakeholders.</li> <li>Develop engagement plan/s and manage stakeholder expectations.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist with planning, coordinating and delivering meetings and provide secretariat responsibilities or functions as required.</li> <li>• May attend and represent the project in a variety of forums with internal and external entities.</li> </ul>
<b>Custom Tasks</b>	
<ul style="list-style-type: none"> <li>• Coordinate and manage interdependencies across security projects ensuing alignment with broader departmental programs and stakeholder priorities.</li> <li>• Work closely with the assurance team to provide accurate reporting on procurement, contract management, accruals, and the financial status of OE projects for EPMS reporting requirements.</li> <li>• Provide written and verbal briefings and advice to senior executives and security related working groups / steering committees.</li> <li>• Work autonomously, demonstrate initiative and manage competing priorities and staff under tight timelines.</li> </ul>	

## Role Requirements and Qualifications

<b>Mandatory Role Requirements and Qualifications</b>
<ul style="list-style-type: none"> <li>• Experience or demonstrating understanding of risk management principles and the ability to problem solve using judgement and experience.</li> <li>• Demonstrated ability to lead and deliver sensitive work programs, with a strong focus on integrity, confidentiality and discretion.</li> <li>• Sound knowledge of the Public Governance, Performance and Accountability (PGPA) Act 2013, Commonwealth Procurement Rules (CPRs) and Workplace Health and Safety (WHS) obligations.</li> </ul>
<b>Preferred Role Requirements and Qualifications</b>
<ul style="list-style-type: none"> <li>• Knowledge and experience in supporting projects within a security environment is desirable.</li> <li>• National security and/or protective security.</li> <li>• Risk management and/or security risk management.</li> <li>• Project management, or the ability to undertake training in these areas.</li> </ul>

## 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](#)