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# Position Description

## Position Information – WVA based on an IJRP

Integrated Job Role Profile (IJRP)	Policy — Policy Officer — APS3 - EL2		
Job Family, Job Function, Job Role and Code	Policy — Governance — Governance Officer — 30000478		
Classification	APS 6		
Position Title	Policy Officer		
Position Number	60178030		
Group/Division	Critical Infrastructure and Protective Security / Resilience and Protective Security		
Branch/Section	Protective Security / Governance and Policy		
Size of Team	6	Direct Reports	0
Reports to	Assistant Director – 00008668		
Location	Brindabella, ACT		
Security Classification	Negative Vetting 1		
Endorser Name and Position Title	Director Julie Igglesden, Governance and Policy		
Date PD Created by Workforce Design	21 March 2025		

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## Section Overview

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The Protective Security section is responsible for delivering and managing the outcomes a recent review into protective security arrangements for parliamentarians, including working with security partners like the Australian Federal Police to establish and manage a cross-government coordination function, and deliver and maintain a model to ensure consistent and coordinated support for parliamentarians.

The Protective Security section sits in the National Security and Intelligence Policy Branch (NSIP), which is responsible for the delivery of a range of coordination and operational outcomes in support of protecting our people, parliamentarians, and institutions. NSIP addresses evolving national security challenges through the coordination and delivery of protective security arrangements for Australian high office holders and declared Special Events.

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The Policy Officer is responsible for supporting the development of policy positions and solutions related to the protection of Australian high office holders and parliamentarians. This may include briefing of departmental executives, policy or procedural evaluation of protective security approaches, governance analysis and advice, stakeholder consultation and other cross-government engagement, and implementing and managing continuous improvement procedures.

The Policy Officer's work will contribute to the Department's responsibility to provide central coordination, and strategy and policy leadership on the protection of Australia's sovereignty. Their work will perform a critical function in ensuring that high office holders and federal parliamentarians are safe to perform their duties.

## Specific Duties and Responsibilities

Specific Duties and Responsibilities	
Competency	Tasks and Duties
<b>Identify and research policy issues</b>	<ul style="list-style-type: none"> <li>Identify, define and document policy issues within the protective security remit.</li> <li>Conduct detailed research and analysis to determine whether policy intervention is justified.</li> <li>Develop evidence-based rationale to support any required changes to current policy or for the development of new policy positions.</li> </ul>
<b>Analyse policy options and devise potential solutions to critical problems</b>	<ul style="list-style-type: none"> <li>Identify policy solution options based on analysis of relevant political, environmental, social and technical factors (where relevant).</li> <li>Evaluate the costs, benefits, risks and opportunities associated with various policy options.</li> <li>Make recommendations on policy instruments, frameworks, content and options to address the Department's preferred policy position.</li> </ul>
<b>Support policy implementation, monitoring and evaluation</b>	<ul style="list-style-type: none"> <li>Develop supporting infrastructure and processes to implement policy instruments and solutions.</li> <li>Contribute to and develop appropriate monitoring approach and evaluation criteria across the policy cycle.</li> <li>Analyse and interpret policy performance indicators to evaluate policy effectiveness and make recommendations for ongoing improvement.</li> </ul>
<b>Engage and collaborate with a range of policy stakeholders</b>	<ul style="list-style-type: none"> <li>Identify, engage and build strong relationships with relevant stakeholders and technical experts during the policy research, development and implementation process.</li> <li>Define objectives and appropriate communication materials for effective consultation, including options for stakeholder feedback mechanisms.</li> <li>Contribute to and develop Departmental executive and Ministerial briefings and submissions on policy matters.</li> </ul>
<b>Develop policy capability in self and others</b>	<ul style="list-style-type: none"> <li>Identify policy issues and gaps and recommend improvements.</li> <li>Act as an escalation point for moderately complex policy issues, and provide feedback and guidance to team members.</li> <li>Engage in self-development by applying constructive feedback and committing to ongoing professional development.</li> </ul>
Custom Tasks	
<ul style="list-style-type: none"> <li>Assist in coordinating whole-of-government delivery of protective security arrangements in complex cases.</li> <li>Assist in coordinating meetings, workshops, and multi-agency committees to facilitate the delivery of protective security arrangements.</li> </ul>	

- Develop and manage education and communications products to uplift awareness of protective security resources and available supports.
- Stay informed on government policies, priorities, and processes to contribute effectively to strategic policy outcomes.
- Manage time effectively, with the capacity to manage multiple tasks, meet deadlines and adapt to changing priorities.

## Role Requirements and Qualifications

Mandatory Role Requirements and Qualifications
<ul style="list-style-type: none"><li>• Nil</li></ul>
Preferred Role Requirements and Qualifications
<ul style="list-style-type: none"><li>• Nil</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](#)