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	Various
Group/Division	Critical Infrastructure and Protective Security / Resilience and Protective Security
Branch/Section	Protective Security / Strategic Engagement
Size of Team	6 **Direct Reports** 0
Reports to	Assistant Director – 60218246
Location	Brindabella, ACT
Security Classification	Negative Vetting 1
Endorser Name and Position Title	Director Christina Nicholas, Strategic Engagement
Date PD Created by Workforce Design	21 March 2025

Position Description

Section Overview

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The Strategic Engagement section is responsible for delivering and managing the outcomes of a recent review into protective security arrangements for parliamentarians, including working with security partners to establish and manage a cross-government coordination function, and deliver and maintain a model to ensure consistent and coordinated support for parliamentarians.   The Strategic Engagement section sits in the Protective Security Branch (PSB), which is responsible for the delivery of a range of coordination and operational outcomes in support of protecting our people, parliamentarians, and institutions. PSB addresses evolving national security challenges through the coordination and delivery of protective security arrangements for Australian parliamentarians, high office holders and declared Special Events.

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The Strategic Engagement Policy **Officer will assist the team and support the development and delivery of strategic communications products for parliamentarians. This includes supporting multi-agency briefings for parliamentarians and engagement with international partners on protective security arrangements. Duties will include developing communications, engagement strategies and concept notes on international models of protective security. This will be in addition to general duties of providing input into Departmental briefings, including ministerial and Cabinet submissions, and monitoring and analysis of domestic and international media, including diplomatic cables and other products.**   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

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Competency	**Tasks and Duties**
Identify and research policy issues	• Identify, define and document policy issues within the protective security remit. • Conduct detailed research and analysis to determine whether policy intervention is justified. • Develop evidence-based rationale to support any required changes to current policy or for the development of new policy positions.
Analyse policy options and devise potential solutions to critical problems	• Identify policy solution options based on analysis of relevant political, environmental, social and technical factors (where relevant). • Evaluate the costs, benefits, risks and opportunities associated with various policy options. • Make recommendations on policy instruments, frameworks, content and options to address the Department's preferred policy position.
Support policy implementation, monitoring and evaluation	• Develop supporting infrastructure and processes to implement policy instruments and solutions. • Contribute to and develop appropriate monitoring approach and evaluation criteria across the policy cycle. • Analyse and interpret policy performance indicators to evaluate policy effectiveness and make recommendations for ongoing improvement.
Engage and collaborate with a range of policy stakeholders	• Identify, engage and build strong relationships with relevant stakeholders and technical experts during the policy research, development and implementation process. • Define objectives and appropriate communication materials for effective consultation, including options for stakeholder feedback mechanisms. • Contribute to and develop Departmental executive and Ministerial briefings and submissions on policy matters.
Develop policy capability in self and others	• Identify policy issues and gaps and recommend improvements. • Act as an escalation point for moderately complex policy issues, and provide feedback and guidance to team members. • Engage in self-development by applying constructive feedback and committing to ongoing professional development.
Custom Tasks	
• Assist in coordinating whole-of-government delivery of protective security arrangements in complex cases. • Assist in coordinating meetings, workshops, and multi-agency committees to facilitate the delivery of protective security arrangements.	

- 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
• Nil
Preferred Role Requirements and Qualifications
• Nil

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