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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	Senior Security Advisor		
Position Number	60220058		
Group/Division	Critical Infrastructure & Protective Security / Resilience & Protective Security		
Branch/Section	Protective Security / Special Event Security		
Size of Team	5	Direct Reports	0
Reports to	Assistant Director – 60177112		
Location	Brindabella Business Park, Canberra, ACT		
Security Classification	Negative Vetting 1		
Endorser Name and Position Title	Deborah McGuire – Director, Special Event Security		
Date PD Created by Workforce Design	2 September 2025		

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Section Overview

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<p>The Protective Security Branch (PSB) sits within the Resilience and Protective Security Division, under the Critical Infrastructure and Protective Security Group, and within a newly created Protective Security Coordination Centre.</p> <p>The Special Event Security Section sits within the PSB and is responsible for the coordination of national security arrangements for nationally significant events declared by the Prime Minister as Special Events. These mainly include international sporting events, geo-political summits and other events of national significance such as the annual Anzac Commemorations in France and Türkiye.</p>

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<p>The APS6 - (Senior Security Advisor) will conduct a wide variety of activities to support the coordination and planning functions associated with whole-of-government security arrangements for declared Special Events. The Senior Security Advisor will be responsible for conducting day-to-day activities relating to the coordination and planning of event-specific security working groups, including the monitoring and reporting of key deliverables associated with the project management plans, assisting with the preparation and maintenance of forward work plans, strategic risk security risk assessments, governance and contingency planning, as well as assisting with secretariat support and preparation of briefings and ministerial submissions.</p> <p>This position contributes to the broader work of the Protective Security Coordination Centre responsible for the coordination of protective security advice and arrangements for Australian high office holders and at-risk parliamentarians and national security arrangements for declared Special Events.</p> <p>This position doesn't have any supervisory responsibilities.</p>

Specific Duties and Responsibilities

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Competency	Tasks and Duties
Conduct Planning for simple/low risk projects	<ul style="list-style-type: none"> • Interpret and define the agreed business outcomes and the project's goals and objectives. • Assist with defining project scope, limitations, dependencies and assumptions, including requirements specification. • Conduct quality planning. • Conduct project scheduling, including identifying and setting milestones, dependencies, timelines and transition into service. • Assist with defining, analysing and deciding on resourcing for a project.

	<ul style="list-style-type: none"> • May assist with implementing personnel resource plans, including assisting with recruitment interviews, selection, assessment and on-boarding processes. • Ensure alignment to organisational governance, frameworks and assist in identifying where new frameworks may be required. • May assist with assessing project lifecycle and associated costs.
Conduct risk management for simple/low risk projects	<ul style="list-style-type: none"> • Conduct effective 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. • Define risk appetite, tolerance, escalation and treatment for projects. • Assist with the development and tailoring of appropriate controls and plans to mitigate risk to the project outcomes. • Identify suitable and appropriate risk and treatment owners. • Undertake contingency planning to facilitate business continuity. • Establish and maintain risk registers.
Conduct delivery and performance activities for simple/low risk projects	<ul style="list-style-type: none"> • Manage and resolve issues that impact delivery of a project or escalate as appropriate. • Undertake project monitoring activities, including tracking performance against milestones, budget, evaluation reporting and resource allocation. • Provide secretariat support for project boards to ensure the appropriate oversight, tracking, performance monitoring and decision making. • Monitor and manage project scope to ensure alignment within agreed parameters. • May set tasks and goals for assigned staff to ensure delivery of an effective project. • Provide accurate, timely and transparent reporting for a variety of stakeholders. • Assist with the development of relevant policies, standards and guidelines to support project implementation. • Ensure that allocated projects are formally closed and subsequently reviewed, recording 'lessons learned' where appropriate. • Assist with conducting recruitment of APS and contractor staff to maintain team capacity.
Quality assure and monitor project finances	<ul style="list-style-type: none"> • 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. • Provide relevant stakeholders cost estimates based on the departmental financial framework and track throughout the project lifecycle. • Undertake budgeting, phasing and reporting activities for less complex/lower risk projects. • 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.

Conduct project stakeholder management	<ul style="list-style-type: none"> • Identify and analyse stakeholders to establish their influence and intent regarding the project. • Initiate, build and maintain strong stakeholder relationships. • Appropriately design and tailor communications and messaging for a broad range of stakeholders. • Develop engagement plan/s and manage stakeholder expectations. • Assist with planning, coordinating and delivering meetings and provide secretariat responsibilities or functions as required. • Provide advice and guidance on project management, procedures, processes, tools and techniques to assist with business improvement. • May attend and represent the project in a variety of forums with internal and external entities. • Understand the impact of the project upon its stakeholders and address their concerns appropriately. • Assist with gathering information and/or providing specialist advice/input for high level requests. • Manage negotiations and dispute resolution regarding complex and/or sensitive issues, escalating as required.
Supervise and manage a project team	<ul style="list-style-type: none"> • Demonstrate ethical behaviour and integrity to enhance team culture and contribute to a positive workplace. • Promote and champion an inclusive and diverse workplace culture and ensure all staff are valued and recognised for their qualities, ideas and perspectives. • Contribute to and manage change to align business practices and processes with departmental strategic goals and objectives. • Maintain current industry knowledge, including new thinking and approaches, and regularly communicate this to teams. • Undertake conflict resolution, advice and support as required. • Maintain appropriate security awareness of workforce and supply chain.
Custom Tasks	
<ul style="list-style-type: none"> • Assist in the coordination and planning of relevant security working groups, including monitoring and reporting on key deliverables associated with the project management plans. • Assist in the preparation and maintenance of the forward work plans, key planning documentation, including providing secretariat support through meeting and briefing papers, ministerial submissions, senate estimates briefs and other high level written correspondences. • Assist in supporting relationships with internal and external stakeholders to achieve outcomes and respond to their needs, including providing program and strategic security advice. • Assist in the development, analysis, evaluating and monitoring of event-specific strategic security risk assessments, including strategic security and contingency plans. • Assist with financial and travel management activities. 	

Role Requirements and Qualifications

Mandatory Role Requirements and Qualifications
<ul style="list-style-type: none"> • Display sound judgement and strategic thinking to achieve quality project and program outcomes. • Develop and maintaining positive working relationships with staff of varying levels of seniority, both internally and externally. • Anticipate and identifies relevant stakeholders' expectations and concerns, discussing issues credibly and thoughtfully. • Establish clear plans and timeframes for project and program implementation, monitoring project progress and adjusts plans as required, seeing projects through active stakeholder engagement. • Identify broader factors, trends and influences that may impact on the team's work objectives and considers the ramifications of issues and longer-term impact of own work and work area. • Demonstrated commitment to management, culture, ethical standards, integrity and professionalism.
Preferred Role Requirements and Qualifications
<ul style="list-style-type: none"> • 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](#)