



Position Description

EL1 – Physical Security Programs and Assurance Section, Reporting and Engagement

Classification:	EL1
Position Title:	Assistant Director, Physical Security Programs Assurance
Position Number:	60178334
Division:	National Security
Branch:	National Security and Intelligence Policy
Section:	Physical Security Programs and Assurance
Reports to:	Director, Physical Security Programs and Assurance
Location:	ACT
Security Classification:	NV1
Date PD finalised:	14/12/2024
PD endorsed by:	Director, Physical Security Programs and Assurance
Work Value Assessment Date:	

Branch overview

The National Security and Intelligence Policy Branch (NSIP) in the Department of Home Affairs sits within the National Security Division. NSIP 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 high office holders and special events.

Section overview

The Physical Security Programs and Assurance (PSPA) section manages complex operating and capital budgets, executive reporting, and an assurance framework. 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, the offices and residences of current Australian High

Office Holders (AHOHs), former Prime Ministers and Governors-General, the Commonwealth Parliamentary Offices and specific diplomatic missions. PSPA are also responsible for developing and enhancing internal processes around the physical security risk assessment framework, improving processes and focussing resources to support workflows, future work programs and maintenance and assurance schedules across relevant sites.

Specific duties/responsibilities

These positions support the management of the day to day business operational requirements of the PSPA section. The successful candidate/s will undertake some of the following tasks and activities:

- Review and drafting of policy and/or procedure documents to support the functions of the branch.
- Lead the development and establishment of a protected consolidated, and accessible data base for all sites/vehicles and assets, including developing a training program and SOP for branch staff.
- Lead the coordination and provision of Enterprise Project Management (EPMS) Office requirements including month reporting, meetings and executive talking points.
- Lead and oversee the catalogue of policy and procedures across the branch, to assist in identifying gaps, ensuring they comply with Home Affairs requirements.
- Lead and oversee the branch Standard Operating Procedures (SOP's) register, ensuring compliance with Departmental style guide requirements and is updated on an annual basis.
- Lead the branch input to internal and external briefings including; Senate Estimates, ministerial and/or departmental, while working effectively with branch, division and group staff to meet deadlines.
- Manage relationships with a broad and diverse range of stakeholders.
- Contribute to the central financial management function for the branch, including annual budget creation, monthly accruals and forecasting review and submission, monitoring of purchase order and contracts and efficient invoice processing.
- Contribute to the assurance plan to review the quality of service and labour at sites, this will include management of comcover.
- Contribute to the branch risk, incident and issue registers and data base for centralised works and budget for previous, current and future works.

Qualifications/role requirements

- Demonstrated ability to assist in procurement and contract management and administration, financial and resource management.
- Excellent written and verbal communication skills, to provide written and verbal briefings and advice to senior executives.
- Ability to provide accurate, timely and appropriate advice to senior executives, clients and stakeholders.
- The ability to work autonomously, demonstrate initiative and manage competing priorities and staff under tight timelines.
- Strong project management and/or technical support skills relevant to risk management, assurance, financial, monitoring and reporting and physical security and law enforcement environments.
- Understanding risk management principles and the ability to problem solve using sound judgement.
- Demonstrated ability to manage and monitor work progress and priorities from inception through to completion.
- Strong stakeholder engagement skills, including the ability to work effectively within and across different organisations.

- Demonstrated commitment to management, culture, ethical standards, integrity and professionalism.
- Ability to hold a minimum Negative Vetting 1 clearance.

Mandatory for employment

- Attain a mandatory Departmental Employment Suitability Clearance.
- Security assessment at a minimum of Negative Vetting 1 clearance.
- Australian Citizenship.

Highly Desirable

- 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

These positions have been assessed in accordance with the APSC Role Evaluation Framework. 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 ILS - A guide to the Integrated Leadership System Home Affairs Professional Standards and Integrity Framework APS Legislative Requirements APS Values and Code of Conduct.

[Work Level Standards](#)

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