



OFFICIAL

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	EL1		
Position Title	Assistant Director		
Position Number	60220060		
Group/Division	Critical Infrastructure & Protective Security / Resilience & Protective Security		
Branch/Section	Protective Security / Special Event Security		
Size of Team	5	Direct Reports	1
Reports to	Director – 60177108		
Location	Brindabella Business Park, Canberra ACT		
Security Classification	Negative Vetting 1		
Endorser Name and Position Title	Mark Whitechurch - Assistant Secretary, Protective Security		
Date PD Created by Workforce Design	2 September 2025		

OFFICIAL

Position Description

Section Overview

Section Overview
<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>

Position Overview

Position Overview
<p>The EL1 will be responsible for managing a wide range of activities to support the coordination and planning functions associated with national security arrangements for declared Special Events. The EL1 will lead the management for day-to-day activities relating to the coordination and planning of event-specific security working groups, including oversight of monitoring and reporting of key deliverables associated with the project management plans, the preparation and maintenance of forward work plans, strategic risk security risk assessments, governance and contingency arrangements, as well as facilitating and providing secretariat support and the development 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 will be responsible for the supervision and development of APS 6 officer/s within the Special Event Security Section.</p>

Specific Duties and Responsibilities

Specific Duties and Responsibilities	
Competency	Tasks and Duties
Lead project planning	<ul style="list-style-type: none"> Interpret and define the agreed business outcomes and project mission/goal. Define the project scope, limitations, dependencies and assumptions, including requirements specification. Design a project approach, including appropriate method and acquisition strategy. Conduct and review quality planning. Conduct project scheduling, including identifying and setting milestones, dependencies, timelines and transition into service.

	<ul style="list-style-type: none"> • May assist with implementing personnel resource plans, including conducting recruitment interviews, selection, assessment, on-boarding processes and internal resource allocation. • Ensure alignment with organisational governance frameworks or identify where new frameworks may be required. • Prepare and assess project lifecycle and associated costs.
Lead project risk management	<ul style="list-style-type: none"> • Lead and apply 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 and obtain appropriate approval of the risk appetite, tolerance, escalation and treatment for projects. • Develop and tailor appropriate controls to mitigate risk proportionate to the risk profile and agreed risk tolerances of the project. • Assign or negotiate acceptance of risk and risk treatment ownership. • Undertake contingency planning to facilitate business continuity in a variety of situations. • Monitor, review and continually improve risk management within the team to encourage innovation and best practice.
Lead project delivery and performance activities	<ul style="list-style-type: none"> • Manage, resolve and provide advice regarding issues that impact delivery of a project, using correct methods and escalating when required. • Lead and undertake project monitoring activities, including tracking performance against milestones, budget, resource allocation and benefits realisation. • Facilitate, participate or provide secretariat support for project boards to ensure the appropriate oversight, tracking, performance monitoring and decision making for a project. • Monitor and manage project scope to ensure alignment within agreed parameters. • Lead and set tasks and goals for a team to deliver an effective project. • Provide accurate, timely and transparent reporting on the project to a variety of stakeholders. • Plan, coordinate and conduct test and evaluation, trials and pilots in accordance with relevant departmental frameworks, may also include build verification testing and user acceptance testing. • Develop relevant policies, standards and guidelines to support project implementation. • Ensure that projects are formally closed and subsequently reviewed, recording 'lessons learned' where appropriate. • Conduct recruitment of APS and contractor staff to maintain team capacity.
Manage project finances	<ul style="list-style-type: none"> • Monitor and manage project expenditure within financial delegations, ensuring targets are met and examining areas where budgets and expenditure deviates from agreed tolerances, taking action as appropriate.

	<ul style="list-style-type: none"> • Provide relevant stakeholders project cost estimates based on departmental financial framework and track throughout the project lifecycle. • Prioritise finances by identifying financial impacts of changes to a project scope, schedule or contract. • Contribute to financial planning and budgeting, including developing financial plans and forecasts. • Verify and quality assure high risk or high value invoices, substantiation of service delivery and consistency in charge processes, seeking appropriate delegate approval and maintaining financial records in accordance with financial legislation and policy. • Utilise the Budget, Reporting and Costing System (BRACS) in accordance with departmental policy and relevant procedures such as the Accountable Authority Instructions (AAIs), financial management Guidelines (FMGs) and financial delegations.
Manage 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 internally and externally. • Build and maintain professional networks to support portfolio and project outcomes. • Plan, coordinate and run meetings and provide secretariat responsibilities or functions as required. • Regularly attend, represent and potentially run a variety of forums with internal and external entities to provide expertise and ensure project requirements are met. • Identify the impact of the project upon its stakeholders and address their concerns appropriately. • Manage negotiations and dispute resolution regarding complex and/or sensitive issues, escalating as required.
Lead and manage a project team	<ul style="list-style-type: none"> • Lead and manage a team to deliver assigned project outcomes and objectives effectively. • Set team responsibilities and priorities to achieve assigned goals and objectives. • Identify, acquire and manage project staff within a matrix environment, providing effective direction and leadership. • Coach, mentor and provide on-the job training for staff to ensure the team is professional, skilled and high performing. • Demonstrate ethical behaviour and integrity to enhance team culture and contribute to a positive workplace. • Contribute to and manage change to align business practice and processes with departmental strategic goals and objectives. • Maintain security awareness of workforce and supply chain.

Custom Tasks

- Responsible for leading the coordination and planning of event-specific security working groups, including monitoring and reporting on key deliverables associated with relevant project management plans.
- Lead the development and maintenance of the forward work plans, key planning documentation, including oversight of secretariat support and preparation of briefing papers, ministerial submissions, senate estimates briefs and other high level written correspondences.
- Representing the department on other Australian Government agency led security related sub-working groups and work collaboratively to achieve key deliverables.
- Developing and maintaining key relationships with internal and external stakeholders to achieve outcomes and respond to their needs, including providing program and strategic security advice.
- Overseeing the development and implementation of event-specific strategic security risk assessments, including strategic security and contingency plans.

Role Requirements and Qualifications

Mandatory Role Requirements and Qualifications

- Display sound judgement and strategic thinking to achieve quality project and program outcomes.
- Excellent written and verbal communication skills, to provide written and verbal briefings and advice to senior executives.
- Strong stakeholder engagement skills, including the ability to work effectively within and across different organisations.
- 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.
- The ability to work autonomously, demonstrate initiative and manage competing priorities and staff under tight timelines.
- 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

- 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](#)