



POSITION DESCRIPTION

Directorate: Digital Canberra

Position Number: P72485

Division: Customer, Data and Technology (CDT) Group

Classification: Senior Officer Grade C

Business Unit: ACT Cyber Security Centre (ACT CSC)

Location: Hybrid working arrangements (Winyu House and work from home)

Position Title: Assistant Director, Protective Security

Last Reviewed: September 2026

Position Requirements:

AGSVA Negative Vetting 1 (NV1) level = Position of Trust (PoT)

The successful applicant must be an Australian citizen and possess or acquire and maintain an Australian Government Security Vetting Agency (AGSVA) security clearance at the Negative Vetting 1 (NV1) level as an eligibility qualification. If AGSVA screening is not successful, your employment will not commence or, if already commenced, your employment will be reassessed.

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well as demonstrate the related [signature behaviours](#).

DIRECTORATE OVERVIEW

Digital Canberra leads the ACT Government's technology, digital, data, and cyber security services. We strive to improve the lives of Canberrans through delivering and supporting digital government services that are easy to access, save time, and are safe to use. We achieve this while also looking to the future – making technology investment decisions that will transform Canberra into a genuinely connected city.

Digital Canberra leads the implementation of the [ACT Digital Strategy](#) and [ACT Digital Health Strategy](#), manages ICT infrastructure for our hospitals, schools, and public service, and represents the ACT at national digital, data, and cyber security forums.

Digital Canberra has a diverse workforce across many functions and sites. We have an inclusive culture, and we ensure our people are respected, valued, and involved.

DIVISION OVERVIEW

Customer, Data and Technology Group

The **Customer, Data and Technology Group** enables a modern, digitally empowered ACT Government. By delivering shared services that are efficient, secure, AI-enabled, and customer-

focused the group helps ensure that citizens and businesses benefit from responsive, transparent, and innovative public administration.

The group has a wide range of strategy, policy and operational responsibilities across ACT Government including:

- management of Information Communications Technology services,
- service integration and management
- program and project management
- Cyber, risk and governance
- strategic asset management
- data and artificial intelligence (AI) including digital records.

BUSINESS UNIT OVERVIEW

ACT Cyber Security Centre

ACT Cyber Security Centre (ACTCSC) provides a secure and trustworthy ICT environment for services. ACTCSC offers first line of defence from cyber-attacks on government IT and data assets. We improve ACT Government's cyber security posture through innovation, collaboration, and education.

POSITION OVERVIEW

The Assistant Director, Protective Security supports the effective delivery of Digital Canberra's protective security program, with a particular focus on the Security Governance (GOVSEC) domain. The role contributes to Digital Canberra's compliance with the ACT Protective Security Framework by coordinating the Directorate's protective security functions, providing practical security advice, and supporting the implementation of protective security uplift initiatives.

The position assists in developing, reviewing, and maintaining protective security policies, procedures, and guidance material, ensuring the Directorate's security governance arrangements remain contemporary, risk-based, and aligned with whole-of-government requirements. It plays a key role in coordinating internal governance activities, including security reporting, audit preparation, risk assessments, exception management, and monitoring adherence to protective security standards.

Working closely with other protective security specialists, the Assistant Director translates strategic security objectives into operational actions, supporting the implementation of uplift plans and contributing to the continuous improvement of Digital Canberra's protective security maturity. The role may provide support across related domains (personnel, physical, and information security) where governance intersects with broader operational requirements.

The position requires balancing strategic awareness with hands-on delivery, including the coordination of day-to-day security governance activities, support for Directorate- and whole-of-government assurance activities, and assistance with the development of business cases or funding proposals related to protective security initiatives.

Effective stakeholder engagement is essential, as the role liaises with internal teams, external partners, and whole of government working groups to support consistent and compliant protective security practices. By enabling sound governance, strong coordination, and thoughtful execution of protective security effects, the Assistant Director contributes to Digital Canberra's ability to provide secure and resilient technology services to the ACT Government.

WHAT YOU WILL DO

Under the limited direction of the Agency Security Executive or other specified supervisor you will:

1. Lead the coordination and delivery of Protective Security Governance (GOVSEC) functions across the Directorate, while overseeing the coordinated implementation of personnel security (PERSEC), physical security (PHYSEC) and information security (INFOSEC) activities to ensure the cohesive, synchronised application of protective security functions and alignment with the ACT Protective Security Framework across the Directorate.
2. Provide operational oversight of Directorate-wide protective security functions, ensuring the effective delivery of personnel, physical and information security outcomes, the management of security risks and incidents, and the implementation of governance, compliance and assurance activities in support of organisational objectives.
3. Develop, implement and maintain protective security policies, procedures and governance frameworks, ensuring alignment with whole-of-government requirements and contributing to strategic policy, consultation and emergency management processes.
4. Build and maintain effective relationships with internal and external stakeholders, acting as a key coordination point for protective security matters and representing the Directorate in whole-of-government forums, working groups and interagency engagements.
5. Provide leadership and operational oversight of protective security functions, including coordinating workflows, mentoring staff, managing security-related administrative and financial activities, and supporting the planning and delivery of security capability uplift programs and initiatives.
6. This position does involve direct supervision of staff.

WHAT YOU REQUIRE

The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Demonstrated experience in the development and implementation of policies, plans and frameworks relating to security, risk and emergency management within an Australian Government context.
2. Demonstrated knowledge of, or experience in:
 - a. The ACT Government's Protective Security Framework, Core Practice Standards, and other relevant ACT Government security policies, or their relevant equivalents in other Australian Government contexts.
 - b. Risk Management Standards (AS ISO 31000:2018) and the ACT Government Risk Management Policy, Framework, (and associated tools) or relevant equivalents in other Australian Government contexts.
 - c. Operational performance of protective security functions in the GOVSEC domain (experience across other identified domains of PERSEC, PHYSEC, INFOSEC will be highly regarded).

- d. Use, handling, and access to sensitive and security classified information.
 - e. Operation of security and emergency management procedures, processes and forums within an ACT or other Australian Government context.
- 3. Strong communication skills, across both oral and written mediums, with a proven ability to conduct coordination, negotiation, liaison and representation within a security context.
 - 4. Formal, professional security certifications or relevant tertiary qualification(s) in a security related discipline will be highly regarded.

Behavioural Capabilities

- 1. Demonstrates strong leadership, communication and collaboration skills, building productive relationships, influencing outcomes and fostering a positive, high-performing team environment.
- 2. Exercises sound judgement, discretion and professionalism when managing sensitive information, security matters and competing priorities, ensuring decisions are ethical, risk-informed and aligned with legislative and governance requirements.
- 3. Applies strategic and analytical thinking to identify risks, solve complex problems and drive continuous improvement, contributing to the ongoing maturity and effectiveness of the Directorate's protective security capability.

Compliance Requirements

- 1. An AGSVA NV1 Security Clearance, or the ability to obtain and maintain one, is required for this position.
- 2. This position does not require a pre-employment medical
- 3. This position does not require a Working with Vulnerable People Check.