CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Director / Assistant Director, Security and Emergency Management

Classification: Senior Officer Grade B / C

Position number: 38652

Division: Chief Operating Officer

Business unit: Governance, Ministerial and Coordination

Location: Ron Reynolds Training Centre, Curtin / 480 Northbourne Ave, Dickson

Reports to: Senior Director, Security and Emergency Management

Date last reviewed: September 2026

Position requirements: Negative Vetting One Clearance

DIRECTORATE OVERVIEW

The City and Environment Directorate (CED) brings together the people, services and systems that shape Canberra's future. We are a new directorate with a bold purpose: to deliver smarter, more connected services that respond to the needs of our Territory and community.

CED was established to align planning and transport, improve efficiency of development decisions, support environmental management, consolidate city services operations, and strengthen how government connects with the community. Our work spans the natural and built environments, city and transport services, and regulatory and customer service functions.

We are here to:

- Deliver streamlined, customer-focused services.
- Align planning, transport and environmental stewardship.
- Consolidate operations for greater efficiency and impact.
- Make government services more accessible, transparent and trusted.

At CED, we put people and place at the centre of everything we do. Whether shaping policy, maintaining public spaces, designing transport networks or supporting regulatory access, our people contribute to a connected, inclusive and resilient Canberra.

DIVISION OVERVIEW

The **Corporate Services Group** (the Group) supports all areas of CED to deliver connected and effective services to the ACT community. The Group is responsible for promoting good governance across all operations, safeguarding the safety, health and wellbeing of employees, and managing essential frameworks for people, finance, ICT, legal and governance. In addition, it drives continuous process improvements and provides vital support to our ministers, enabling them to deliver on strategic priorities.

These responsibilities are carried out through two divisions within the Group: the **Chief Operating Officer (COO) Division** overseas operational efficiency and service delivery; and the **Strategic Finance Division** manages financial planning and accountability to ensure resources are allocated effectively.

The COO Division is a fast-paced work environment with direct responsibility for: communications, engagement and media; governance, ministerial and coordination; and people, safety and culture. Being part of this team allows visibility of the enabling corporate services the COO Division provides to the directorate, with a breadth of work that is diverse and interesting.

- The COO Division has a positive and people-focused culture to support business areas across CED to deliver good outcomes for our community.

BRANCH OVERVIEW

The **Governance, Ministerial and Coordination (GMC)** Branch delivers essential corporate and enabling services to support the City and Environment Directorate. By integrating strategic oversight, ministerial liaison, and risk management, the Branch ensures organisational integrity and operational readiness. Its core functions focus on driving performance, maintaining compliance, and protecting the Directorate's people, information, and assets. Furthermore, the Branch maintains operational readiness through robust information management and emergency coordination, ensuring the Directorate remains responsive to government priorities and the Canberra community.

BUSINESS UNIT OVERVIEW

The **Security and Emergency Management (SEM)** team provide oversight of the Directorate's protective security arrangements and deliver operational support to the Senior Executive responsible for Business Integrity and Risk. The SEM team lead the Directorate's preparedness and response mechanisms for all-hazard emergency events. The team is also responsible for the coordination and administration of Closed-Circuit Television (CCTV) systems including Whole-of-Government request management and reporting.

POSITION PURPOSE

Reporting to the Senior Director, Security and Emergency Management, the Director/Assistant Director, Security and Emergency Management:

- ensures the Directorate's protective security arrangements are robust, fit for purpose and effectively manage protective security related risks;
- supports the Agency Security Adviser in the delivery of the Directorate's protective security, integrity and governance obligations, including assurance and reporting activities;
- assists in managing the Directorate's emergency management responsibilities under the Emergencies Act and the ACT Emergency Plan and supporting sub-plans.

DUTIES / RESPONSIBILITIES

Under general direction, the Director / Assistant Director Security and Emergency Management will:

1. Lead and maintain a coordinated a directorate-wide approach to the CED's protective security arrangements this includes overseeing the:
    - development / implementation and continuous improvement of the protective security policies, operational material, and advice, and
    - operational protective security functions undertaken by the area.
2. Lead and drives initiatives to strengthen CED's protective security systems and supporting processes, including access control, security monitoring, and associated security infrastructure.
3. Lead and support the oversight of organisational integrity and protective security governance, including reporting, monitoring, and continuous improvement activities.
4. Represent CED and provide informed input at, meetings, forums, and working groups in both protective security and emergency management.
5. Build and maintain productive relationships with business areas across the Directorate, ACT Policing, other ACT Government entities and key external stakeholders.
6. Provide strategic and operational advice on complex protective security, integrity and related risk matters to business areas and senior leaders.
7. This position is required to hold a Negative Vetting 1 clearance and to participate in an afterhours duty officer roster.
8. This position may involve direct supervision of staff.

SELECTION CRITERIA (CAPABILITIES)

Provide concise evidence of your **skills, knowledge and behaviours** against the duties above and the ACTPS Shared Capability Framework.

1. Demonstrated high-level knowledge and experience in protective security policy, governance and operations, including the application of contemporary security, integrity and risk management practices.
2. Demonstrated knowledge and experience, or the ability to quickly acquire a strong understanding, of emergency management procedures and practices, including in both planning and response contexts.
3. Demonstrated high-level oral and written communication skills, including the ability to provide strategic advice, prepare complex written material, and establish and maintain effective working relationships.
4. Demonstrated high-level organisational skills, including the ability to effectively prioritise complex workloads, manage competing and changing priorities, and deliver outcomes in a dynamic environment.
5. Demonstrated ability to lead, develop and mentor staff, contribute to organisational capability, and foster a culture of integrity, accountability and continuous improvement.
6. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- Qualifications in protective security and/or public safety, emergency management are highly desirable.
- Drivers Licence (Class C) is essential.
- This position does not require a Working with Vulnerable People Check.
- The successful applicant must be an Australian citizen and possess or acquire and maintain a security clearance at the Negative Vetting One level as an eligibility requirement for the position which will be sponsored by the ACT Government.

  Further information about the clearance process can be found on the AGSVA website.

ACT Government

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Director / Assistant Director, Security and Emergency Management (position number P38652) and indicates how frequently each of these requirements would be performed. Please note that CED is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Frequently
Designated workstation ***The position in an activity based work environment***	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Frequently
Frequent paid overtime	Occasionally
Rostered shift work	Occasionally

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally

Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Never

TRAVEL	**FREQUENCY**
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never

SPECIFIC HAZARDS	**FREQUENCY**
Working at heights	Never
Exposure to extreme temperatures	Frequently
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Occasionally

OTHER	**FREQUENCY**
Uniform required	Never
Personal Protective Equipment (PPE) required	Occasionally