



POSITION DESCRIPTION

Directorate: Health and Community Services

Position Number: P66193

Division: Finance and Assurance

Classification: Senior Officer Grade C (SOGC)

Business Unit: Governance, Assurance, & Risk

Location: Canberra, Hybrid working.

Last Reviewed: May 2026

Position Title: Senior Security Policy Officer

DIRECTORATE OVERVIEW

The Health and Community Services Directorate (HCSD) delivers a broad range of health and human services to support the wellbeing of the ACT Community and ensures our public health system meets the community's needs, now and into the future. HCSD provides strategic leadership on policy and population health direction for the ACT health system, ensuring services are innovative, effective, and responsive to community needs.

Alongside health strategy, HCSD is responsible for a range of human services including multicultural affairs, services for older people, housing, women's initiatives, family and domestic violence and homelessness services, and support for children, youth, and families. The Directorate also leads community disaster recovery and Aboriginal and Torres Strait Islander engagement.

HCSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

DIVISION OVERVIEW

The Finance and Assurance Division is responsible for the provision of advice and support services to the Health and Community Services Directorate, Senior Executives and the Office of the Minister. On a day-to-day basis, the division is responsible for Finance, Governance, and Procurement and Sector Funding. The team operates in a fast-paced work environment across the division and Directorate, supports the CSD Executive, is customer focused, and delivers timely and high-level support and advice, quality control and coordination.

POSITION OVERVIEW

The Senior Security Policy Officer will apply conceptual and analytical skills to a wide range of security policy issues. The Senior Security Policy Officer will contribute to policy development, reform and implementation, including the drafting and coordination of Assembly, Cabinet and policy documents.

The Senior Policy Officer will support the Agency Security Advisor to implement the Protective Security Framework for HCSD, as well as other security related recommendations, strategies and action plans.

BUSINESS UNIT OVERVIEW

The Governance, Assurance and Risk Branch have carriage for a breadth of matters including audit assurance, Corporate Strategy, preparation and delivery of the Annual Report, secretariat functions for HCSD's governance committees, complaints policy and several other strategic projects for the directorate. The Governance Branch also has carriage for facilities and fleet management for HCSD, as well as security and sustainability.

The Senior Policy Officer will have experience of working within the structure of the ACT Public Service and knowledge of government processes. They will exercise initiative and sound judgement, possess excellent communication and decision-making skills, and the ability to development and maintain strong working relationships across government and non-government.

WHAT YOU WILL DO

Under the limited direction of the Agency Security Advisor, the Senior Security Policy Officer will:

- Support the implementation and monitoring of the ACT Protective Security Framework for the Directorate, and other security related strategies, action plans and recommendations.
- Provide advice and prepare strategic and complex submissions, papers, briefs, and correspondence, with reference to local and national priorities and context.
- Use sound judgement and critical thinking to collaboratively solve complex policy issues and address shared risks.
- Analyse Commonwealth, State and Territory jurisdictional policies and legislation to development advice and align to whole-of-government policies.
- Manage relationships with stakeholders to ensure policy development is informed by cross-government stakeholders.
- Ensure responsiveness and timeliness in meeting deadlines and provide consistency of advice.
- Use well-developed liaison and communication skills to negotiate, communicate, collaborate and influence stakeholders when representing the Directorate.
- Draft and maintain high-quality project materials and documents, including action plans, communication strategies, implementation timelines, and internal reporting documents.
- Develop, implement, and/or action other security, incident response, or business continuity related tasks as directed by the Agency Security Advisor
- Maintain records in accordance with the *Territory Records Act 2002*.
- This position does not currently involve direct supervision of staff but could be expanded in the future to include staff supervision.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Demonstrated experience in complex policy development, implementation and/or project management.
2. Highly developed interpersonal and communication skills, including the demonstrated ability to prepare high quality written materials such as submissions, briefs, reports, and other correspondence on complex and sensitive issues.
3. Demonstrated ability to quickly develop an understanding of relevant local and national Government priorities and to apply analytical, conceptual and research skills to prepare policy documents.
4. Organisational and project management skills with the ability to manage competing priorities in a fast-paced environment, including planning, establishing and monitoring project progress whilst delivering outcomes within a defined timeline.

Behavioural Capabilities

5. Highly developed organisational skills, including the demonstrated the ability to determine and manage priorities in high pressure situations.
6. Demonstrated ability to develop and maintain strong and effective working relationships through highly developed interpersonal skills.
7. Demonstrated stakeholder management and liaison skills, including the ability to use innovative communication strategies to engage with stakeholders and the wider public, in order to achieve Directorate objectives.

Compliance Requirements / Qualifications

1. An understanding of the security policy and governance arrangements of the ACT Government is desirable.
2. Relevant tertiary qualifications in law, social policy, international relations or national security are desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role and indicates how frequently each of these requirements would be performed. Please note that ACTPS 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	Occasionally
Designated workstation	Never

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

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	Never

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	Frequently

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	Never
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	Never