



POSITION DESCRIPTION

Directorate: Digital Canberra

Position Number: P14668

Division: Customer, Data and Technology

Classification: Administrative Service Officer 5 (ASO5)

Business Unit: Cyber Security Centre

Location: Hybrid working arrangements
(Gungahlin and work from home)

Position Title: Agency Security Officer (Personnel) **Last Reviewed:** June 2026

Position Requirements: 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 Baseline 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 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

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 (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 ACT Protective Security Framework (ACT PSF) comprises three personnel security requirements ensuring staff are suitable to access ACT Government resources and meet an appropriate standard of integrity and honesty. A requirement being the assessment of ongoing suitability of personnel including addressing security concerns.

Good personnel security protects people, information and assets through good personnel security practices and positive behaviours.

The role of Agency Security Officer is to develop and update procedures, standards and policies as we modify our services and ensure alignment with the Protective Security Framework (PSF).

WHAT YOU WILL DO

Under the broad direction of the Agency Security Advisor (ASA) you will:

1. respond to personnel security clearance enquiries;
2. conduct initial assessment of submitted Security Clearance Eligibility Tool and Risk Assessment requests;
3. accurately manage *Digital Canberra Security Clearance Required Positions Register* data;
4. develop and provide standard Digital Canberra Security Clearance reporting;
5. act as a liaison position between Digital Canberra business areas, Digital Canberra ASA, and Justice and Community Safety (JaCS) Community Safety Policy and Programs (CSPP);
6. This position does not 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 - demonstrated:

1. ability and experience in security vetting activities, policy and processes, with a focus on personnel security within DCBR;
2. high level customer service skills, and ability to resolve customer enquiries in a professional and timely manner;
3. high level knowledge of ACT government administrative functions and processes and established experience maintaining complex databases;
4. strong written and verbal communication skills including the ability to effectively influence and negotiate with a variety of stakeholders, and effectively manage competing priorities and deadlines;
5. good conceptual and analytical skills and an ability to provide personnel security advice with a directorate and/or whole of government focus; and
6. model the ACT government's Code of Conduct, the Values and Signature Behaviours, the Respect, Equity and Diversity (RED) framework, the Inclusion programs, and Work Health and Safety policies, procedures and responsibilities.

Behavioural Capabilities

1. Engage collaboratively with colleagues and stakeholders.
2. Provide accurate and timely advice to business managers including assisting identify potential risks.
3. Act with professionalism, integrity and maintain confidentiality.
4. Adhere to the RED framework and encourage others to do the same.

Compliance Requirements: 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 Baseline 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.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Agency Security Officer (position number 14668 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	Never
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation	Occasionally

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

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Never
Frequent travel – driving	Never
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	Never

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