



NATIONAL ARCHIVES OF AUSTRALIA

## Position Description

<b>Position number</b>	31109
<b>APS Level</b>	EL1
<b>Branch &amp; Section</b>	Corporate Services Branch, Property and Security Section
<b>Position title</b>	Assistant Director Security Advisor
<b>Job Role</b>	Security Advisor (170503)
<b>Location</b>	Parke, ACT
<b>Status</b>	Fulltime, Ongoing
<b>Security designation</b>	Positive Vetting (PV)
<b>Salary range</b>	\$114,825 to \$123,583
<b>Contact Officer</b>	Jason Bailey, A/g Director Property and Security <a href="mailto:jason.bailey@naa.gov.au">jason.bailey@naa.gov.au</a> , 02 6212 3750

### About the role

The Corporate Services Branch oversees the efficient, effective and ethical management of the National Archives' resources. This is done in accordance with the Commonwealth's financial, procurement, employment, security and property legislative and policy frameworks. The Branch supports the workforce, facilities and culture it requires to deliver its strategic priorities and remain sustainable.

The Property and Security section is responsible for the management of a property portfolio comprising of 13 buildings across all States and Territories. The section delivers fit-for-purpose accommodation, in a cost-effective and timely manner, and providing, fostering and developing a positive security culture to ensure National Archives staff are aware of and able to meet their protective security obligations and legislative and Australian Government's Protective Security Policy Framework (PSPF) security requirements.

Under broad direction the main duties of the role are to:

- Provide strategic advice, support, information and assistance to employees and management in relation to the Australian Government Protective Security Policy Framework, including the Information Security Manual.
- Research, review and evaluate projects and/or programs in relation to protective security in line with Australian Government security policy, best practice and industry standards.
- Implement and manage internal policies and procedures, including National Archives insider threat capability program
- Lead and manage a team and its resources in accordance with the National Archives' strategic directions, outcome and outputs framework, legislative framework and other policies with the responsibility for the supervision and development of staff; build team capacity through coaching, performance feedback; and encouraging career development.
- Build and maintain effective, professional relationships with stakeholders to achieve work area and agency goals.
- Undertake work activities with an awareness of their possible impact on strategic, political or operational outcomes for the National Archives.

- Promote and apply the principles of APS Values, Code of Conduct, workplace diversity, work health and safety and participative management within a work and team environment.
- Implement, promote and apply the Archives' Vision, Mission and Commitments as expressed in *Our Values*.

## Who we are

The National Archives provides leadership in best practice management of the official record of the Commonwealth and ensures that Australian Government information of enduring significance is secured, preserved and available to government agencies, researchers and the community.

**Our vision:** Australia's cultural identity and democracy are strengthened by connecting people with the evidence of Australian Government activities and decisions.

We operate in a complex, challenging and changing environment requiring professional and robust risk management. We support a positive risk culture where risks are discussed regularly and either accepted or actively managed to prevent or reduce their impact. The National Archives recognises that the factors that generate risks can also create opportunities, particularly in our rapidly changing digital environment.

The National Archives is committed to:

- service excellence
- leadership
- innovation
- responsibility
- collaboration

The National Archives is also committed to developing the capability and expertise of our staff, we offer a Studies Assistance Program that supports staff to achieve individual goals as well as increasing their capacity to help achieve the National Archives' strategic objectives. Our Health and Wellbeing program encourages and supports a healthier workplace and healthy lifestyle changes for employees.

## Are you eligible?

To be eligible for the role you must be an Australian citizen. If you are selected, you will be required to successfully undergo a police record check and be able to obtain and maintain a Positive Vetting (PV) security clearance.

## How to apply

You need to apply through our e-recruitment system in [PageUp](#).

Your application will need to include:

- the names and contact details of at least two referees, one of whom should be a current supervisor.
- your current resume.
- statement (1000 words maximum), describing how your skills, knowledge, and experience/qualifications would enable you to perform the duties of the role taking into account the "[Performance Expectations](#)" at the relevant classification and the National Archives' Vision, Mission and Commitments as expressed in "[Our Values](#)".

**The Archives has a skilled and diverse workforce. We value our people, performance, integrity and service, and we encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background.**