



Position description and application process

Position details

Job reference	42-2024
Position title	Assistant Director, Personnel Security
Classification	Executive Level 1 (\$127,925 — \$146,743 per annum) + attractive employer superannuation
Number of positions	One
Location	Canberra, ACT
Working arrangements	Full-time/Part-time Treasury supports a of range flexible working arrangements.
Job Type	Ongoing / Non-Ongoing (specified term) Non-Ongoing opportunities will be offered for a specified term for up 12 to 18 months
Eligibility	Employees of the Treasury are required to be Australian citizens and must hold a current security clearance or successfully complete a clearance prior to commencement. A minimum NV1 Security Clearance is required for this role.
Contact officer	Stella Spoor Phone: 02 6263 3443 Email: Stella.Spoor@Treasury.gov.au
Closing date	Sunday, 19 May 2024 at 11:30pm AEST



About The Treasury

The Treasury is a flexible, dynamic and diverse workplace with offices in Canberra, Sydney, Melbourne and Perth. Treasury supports workplace diversity and values the contribution of people from diverse backgrounds. We encourage applications from Aboriginal and/or Torres Strait Islander peoples, people with disability, people with cultural and linguistic diversity, and LGBTIQ people. Treasury is committed to achieving gender equality and, in particular, supporting diversity in our senior leadership.

The Treasury is a respected and influential central economic agency. We provide advice and analysis to the Australian Government on a broad range of economic, fiscal, structural, financial and tax policy issues. We also monitor global economic conditions to make sure Australia is well placed to respond to emerging trends.

Treasury provides some of the best opportunities in the public service. Treasury presents a challenging and rewarding career with the opportunity to contribute substantially to Government policy that affects all Australians. The Treasury's staff are drawn from many professions representing diversity in experience and skills. We seek passionate staff who will work collaboratively to deliver the ideas and advice that will help Australia meet the challenges of the coming years.

Treasury offers attractive salaries and employer superannuation as well as a range of other benefits, including generous leave entitlements, salary packaging and a closedown period over the Christmas holiday. For further information regarding our conditions please refer to our [Employment Conditions](#) page.

About Small Business, Housing, Corporate and Law Group

The Small Business, Housing, Corporate and Law Group are strategic advisers and trusted partners with responsibility for providing advice on housing-related issues, including housing supply and affordability, social and affordable housing, and homelessness.

The Group also provides advice on small and family business policies including franchising matters, access to justice and alternate dispute resolution, digital capability, small business mental health and financial counselling policies, policies related to the Australian Small Business and Family Enterprise Ombudsman and is responsible for the Payment Times Reporting Scheme.

The Corporate and Legal functions contribute to influential policy advice and analysis, and provide professional services and advice to the Department, Ministers and portfolio agencies to enable delivery of government priorities, development of organisational capability and sound governance and assurance. The group works collaboratively with all of Treasury, Ministers and their offices, portfolio agencies, government departments and agencies in all jurisdictions and a range of external stakeholders.



About the Team

The Treasury Protective Security Unit (Security team) provides security services and risk mitigation advice to assist in the protection of Treasury's people, information and assets.

The security team provides advice and expertise to the Chief Security Officer to apply the five principles, four outcomes and the core requirements of the 16 policies of the Commonwealth Protective Security Policy Framework, using a security risk managed approach that best suits the department's security goals and objectives.

About the Role

Under broad direction, the Assistant Director Personnel Security is responsible for managing a small team of Security Officers, delivering Personnel Security functions across Treasury, and several external agencies, in line with legislative frameworks and departmental processes.

The Assistant Director is the central coordination point for the development, implementation, and ongoing management of the Treasury Insider Program. The role reports to the Director Protective Security and sits in the Protective Security Unit.

The Assistant Director will be required to:

- Manage a small team of Security Officers, ensuring compliance with Protective Security Policy Framework (PSPF), department policies and procedures.
- Interpret relevant Security policies and procedures to ensure PSPF compliance across the department.
- Liaise with the Australian Government Security Vetting Agency (AGSVA) and other external stakeholders.
- Build team capability through coaching, feedback and developing the quality of work undertaken by others within the work unit.
- Manage escalations and complex Security Clearance cases.
- Promote Security Awareness and maintain and uplift Security culture across the department.
- Deliver compliant Contract Management and Accounts Payable practices.
- Undertake Security Governance Reporting activities.
- Manage the development and implementation of the Treasury Insider program.

Key Skills

- Demonstrated organisational and prioritisation skills.
- Proficiency in presenting complex information in plain English via well-structured reports and presentations.
- Proficiency in sharing and exchanging information and resources in an appropriate manner.
- Develop strong stakeholder relationships and respond to changes in needs and expectations.

- Work in and adapt to a fast paced and constantly changing environment.
- A calm, flexible and professional approach.
- Ability to manage small teams and supervise staff.

Desirable Qualifications / Experience

- Understanding of, or ability to quickly acquire an understanding of the Australian Government Protective Security Policy Framework (PSPF).
- Understanding of, or ability to quickly acquire an understanding of the departmental policies, procedures, and associated business practices.
- Understanding of, or ability to quickly acquire an understanding of procurement processes.
- Formal Qualification, or experience in Security related field is desirable.

Application Process

The Treasury uses a range of assessment options and processes to assist in selecting suitably qualified and experienced applicants. We uphold the [Merit Principle](#) and our processes are designed to select the right people for our roles.

What are the steps?

Apply	Complete and submit your 'pitch' — see below (max. 750 words), and a resume of no more than two pages.
Shortlist	Applicants for this process will be assessed on their written application using the Integrated Leadership System (ILS) .
Interview	Shortlisted applicants will be invited to attend an interview. Interviews may be held in person, by phone or video (MSTeams)
Referees	Referees may be contacted for further assessment of suitability.
Process Complete	After the delegate has approved the process, a merit pool may be established. All applicants will be notified of their outcome.

How to apply

Your application should be lodged electronically through our online recruitment system located at [Treasury Careers](#). If you do not have internet access or are experiencing any difficulties lodging your application, please contact the Recruitment Team through (02) 6263 2222 (Option 3) or recruitment@treasury.gov.au.

As part of your application you will need to provide:

- if possible, the name and contact details of at least one referee;
- your current resume of no more than two pages; and

- your 'pitch', referencing the [ILS](#), detailing your relevant skills and experience against the position requirement.

Pitch

Please prepare a 'pitch' of no more than 750 words to describe how your skills and experience would contribute to the position(s) within the Treasury. Please ensure you refer to the [ILS](#) and the position requirements when preparing this 'pitch'.

How to write your 'pitch'

Your pitch is your opportunity to tell us why you are the right fit for a position with the Treasury.

Tell us why you want to work for us, and why you are interested in the advertised role(s). We want to know how your skills and experience would contribute to the role and the work of the Treasury. Make sure to highlight relevant examples and accomplishments that demonstrate your ability to perform the role.

Your pitch should be written in an easy to read font and simple, consistent format. Subheadings are acceptable should you wish to use them. Please frame your pitch against the position requirement and the relevant [ILS Profile](#) and avoid duplicating information that can be found elsewhere in your application i.e. your resume.

Communication from Treasury

Please ensure the contact information you supply is up to date. Your e-mail address will be used for any further communication. If you are selected for an interview, you will be contacted by phone or email.

If at any stage you are unavailable for further contact, for example you are travelling; please notify recruitment@treasury.gov.au as soon as possible.

You can update your contact details or withdraw your application at any time through the online recruitment system.

Workplace Diversity

There are a number of employee networks and diversity committees within the Treasury that drive inclusion and diversity. Networks provide direct support to employees through their events and advice. They also act as a key consultation point and contribute to work that increases diversity awareness and capability.

Treasury has a number of self-managed staff networks including:

- Culturally and Linguistically Diverse (CALD) Network
- Pride@Treasury Network
- Reconciliation Action Plan (RAP) Committee
- Progressing Women Initiative (PWi) Groups
- Treasury Accessibility and Inclusion Network

We aim to create a workplace, which is fair, safe, and inclusive of all people regardless of their sexual orientation, gender identity or intersex status. This is achieved by developing an



inclusive workplace, where employees are supportive and accepting of their colleagues and diversity is celebrated.

We aim to foster a workplace environment and culture where the LGBTQI+ community is visible and all employees can bring their whole self to work without the need to edit behaviour and without fear of bias or intimidation.

RecruitAbility

RecruitAbility is a scheme that aims to attract applicants with disability. Applicants who opt in to the scheme and meet the minimum requirements of the role are advanced to a further stage in the selection process. Merit remains the basis for engagement and promotion.

If you identify as a person with a disability, you can 'opt in' for RecruitAbility on the application form.

Further information on RecruitAbility is available on the [Australian Public Service Commission's website](#).

Reasonable adjustments

We can provide equipment or support to help you attend an interview or complete an assessment task.

To assist you, we may provide:

- additional time to complete assessments
- an interpreter
- accessible computer hardware and software

Please contact the Recruitment and Secondments Team to discuss what options may be available to best suit you.