



Australian Government
**Australian Commission for
Law Enforcement Integrity**

INFORMATION FOR APPLICANTS

Reference No:	PN1117
Title:	Senior Security Officer
Classification:	APS 6
Employment Type:	Ongoing Full-time / Part-time
Location	Canberra / Sydney
Hours per week:	37.5hrs Full-time / Part-time hours as agreed
Salary:	Full-time: \$78,768 to \$90,485 p/a Part-time: salary pro-rated based on hours worked Plus \$1,705 Service Allowance p/a
Branch:	Corporate Services and Governance
Security Requirements:	Negative Vetting Level 2
Supervisor:	Assistant Director Security and Property (Agency Security Advisor)
Closing Date:	31/1/2021 (11:59pm)
Contact Officer:	Dr A (Gus) Taloni

The Australian Commission for Law Enforcement Integrity

The Australian Commission for Law Enforcement Integrity (ACLEI) is an independent agency within the Attorney-General's Portfolio, established to support the Integrity Commissioner in carrying out his or her responsibilities for detecting, investigating and preventing corrupt conduct in Australian Government agencies with law enforcement functions. The Integrity Commissioner has extensive powers, including the ability to hold coercive hearings, and ACLEI investigative staff are able to use a range of law enforcement powers to assist in the Integrity Commissioner's investigations.

About the Role

Under the direction of the Assistant Director Security and Property (ACLEI's Agency Security Advisor) the successful candidate will contribute to ACLEI's security arrangements as required by the Protective Security Policy Framework and support the management of ACLEI's property and facilities. The Senior Security and Property Officer will be responsible for:

- Management of personnel security matters including:
 - clearances and liaison with AGSVA
 - security related processes for on-boarding employees
 - security passes for all ACLEI sites.
- Management of all electronic security systems across the agency including CCTV, electronic access control, electronic key safes, safes and containers and intruder detection.
- Undertaking security risk assessments relating to physical and personnel security and site inspections of agency facilities and infrastructure.
- Contributing to the agency's security governance and the security policies and procedures that support ACLEI's protective security obligations.
- Providing guidance to staff and developing instructional materials on all aspects of protective security, including development and presentation of security awareness training for ACLEI.
- Undertaking security investigations in response to any security breaches or incidents.
- Liaison with relevant stakeholders within the agency, external agencies and security agencies on matters relating to ACLEI's security, property and facilities.
- Managing security and property projects and contracts
- As a member of the Security and Property team, assist with the property management function as required.

Key Requirements of Role

The successful applicant will display the following capabilities:

Analytical skills and sound judgement

- demonstrates strong research, interpretation and problem solving skills
- demonstrates the ability to think strategically and make balanced, well informed decisions in relation to own work area
- demonstrates the capacity for originality of thought

Ability to achieve results

- plays an active role in setting work area goals and monitoring progress
- demonstrates organisational skills of a high order including, if appropriate, the ability to effectively manage others in the delivery of work
- responds flexibly to changing requirements
- applies and promotes workplace diversity and occupational health and safety principles in delivering the work of the area

Ability to develop productive working relationships

- works cooperatively with others and models and promotes team player behaviour
- demonstrates strong client service and client relationship management skills
- treats others with respect and courtesy and values different ideas and approaches

Demonstrated personal drive and integrity

- adheres to and promotes the APS Values and Code of Conduct
- takes responsibility for outcomes of own work area and learns from mistakes
- displays a high level of initiative and shows strong commitment to continued learning

Ability to communicate effectively

- demonstrates highly developed oral and written communication skills
- listens actively to others and responds appropriately
- puts forward ideas and considers and encourages the views of others
- displays strong representation skills and the ability to persuade and negotiate

Previous experience and qualifications in protective security, security risk and/or security incident management would be highly desirable

Diversity and inclusion

ACLEI is a small, friendly and inclusive workplace, promoting the APS Values and collaboration both within the agency and with our business partners.

We encourage applications from the diverse Australian community including Aboriginal and Torres Strait Islander people and people with disability, people of all ages and those from culturally and linguistically diverse backgrounds.

We will accommodate all requests for reasonable adjustment for people with disabilities to assist in the application process and if successful, the inherent requirements of the position.

If you have an individual requirement that needs to be accommodated in order to participate in an interview, please indicate this on your application cover sheet or advise the contact officer.

How to apply

Please provide a concise statement of claims no more than two pages outlining your relevant skills and experience. No selection criteria is required to be addressed, however when framing your response, please ensure you adequately address the key requirements of the role.

Your application must include:

- A completed application cover sheet - (available on the [ACLEI website](#))
- Concise statement of claims no more than 2 pages
- Current CV with a maximum of 3 pages
- Your personal details including the details of at least two recent referees
- Please submit applications by the closing date and time electronically to recruitment@aclei.gov.au.

Eligibility

Employment with ACLEI is subject to the following conditions:

- **Citizenship** – applicants must be an Australian Citizen.
- **Security Clearance** – this is a Designated Security Assessment Position (DSAP). The occupant of this position will be required to undergo and maintain a security clearance at the Negative Vetting Level 2.
- **Police check** – successful applicants are required to undergo a mandatory Australian Federal Police Check.
- **Probation** - A probation period will apply to any ongoing employment engagement.

Employment Agreement

All terms and conditions for employment at ACLEI can be found in our [Enterprise Agreement](#).

Privacy

Information supplied for this selection process will be used for selection purposes only and can be used for a period of 12 months from advertising. Files will be stored electronically and accessed by the human resource team, hiring managers and selection panel members.