



POSITION DESCRIPTION

Position Title	Security Intelligence Support Officer
Group	Nuclear Safety, Security and Stewardship
Division	Nuclear Security and Nuclear Safeguards
Section or Unit	Security Governance and Intelligence
Classification	Band 5/6 Linked role
Job family	Security & Intelligence
Position Description Number	PD-2340
Work Contract Type	Ongoing
STEMM / Non-STEMM	Non-STEMM

POSITION PURPOSE

The purpose of this role is to enhance the Australian Nuclear Science and Technology Organisation’s (ANSTO’s) protective intelligence capacity and capability.

The Security Intelligence Support Officer will be an important contributor to ANSTO’s protective intelligence and security risk management functions. Objectives of the role are to:

- Support ANSTO’s protective security intelligence and security risk control framework.
- Coordinate a range of security awareness activities that contribute to sustaining ANSTO’s security culture, including oral presentations.
- Be ANSTO’s Assistant Communications Security Officer (COMSO).
- Materially contribute to ANSTO meeting national and international obligations for the safe, secure and sustainable management of nuclear and other radiological facilities and materials.

The position will be supervised by the Manager Security Governance and Intelligence within the Nuclear Security and Nuclear Safeguards Division. There will be a matrixed management association with ANSTO’s COMSO for the management of some communications systems and good practices.

ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia’s most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

ANSTO is the source of nuclear expertise and trusted advice to the Australian Government. ANSTO’s long experience in nuclear stewardship and advanced nuclear techniques are the basis for providing technical support to the Department of Defence within the AUKUS trilateral security pact, and development toward managing a fleet of nuclear-powered submarines.

The Nuclear Safety, Security and Stewardship Group incorporates High Reliability (Safety), the Nuclear Security and Nuclear Safeguards Division, and the Nuclear Stewardship science and technology platform. The Group provides critical enabling functions for ANSTO ensuring operational compliance for a range of regulators as well providing a range of mandated services to federal and state government departments and agencies.

Nuclear Security and Nuclear Safeguards are among ANSTO’s core operational imperatives. The Chief Security Officer leads the Nuclear Security and Nuclear Safeguards Division to manage ANSTO’s nuclear security system, which includes: Personnel Security, Physical Security, Security Governance

and Intelligence, and Nuclear Safeguards accountancy for nuclear material. The Chief Security Officer is responsible for ANSTO's general security and the additional requirements to secure the nuclear material and radioactive sources in ANSTO's control. The Nuclear Security & Nuclear Safeguards Division's mission is to protect ANSTO's people, information, assets and reputation – enabling ANSTO to deliver nuclear science and technology for the benefit of all Australians.

RESPONSIBILITIES

The key responsibilities for the Band 5 position include:

- Provide protective security advice that is consistent with the Australian Government's Protective Security Policy Framework (PSPF) and nuclear security regulatory obligations.
- Maintain an intelligence collection plan across a range of open and government sources, fusing inputs to develop ANSTO-relevant threat summaries and risk management recommendations.
- Contribute to security risk assessments, vulnerability assessments and the performance evaluation of risk controls.
- When tasked, provide risk informed, intelligence-led security advice to ANSTO projects.
- Develop and deliver a range of security awareness briefings to small groups or in a one-to-one setting.
- Develop and maintain relationships with State and Commonwealth law enforcement and intelligence agencies.
- Assist the COMSO with the management of ANSTO's secure communication systems, access requests, user inductions, record keeping and good work practices. In time the Assistant COMSO may administer some compartment briefings.
- Advise and assist the development of security-related communications infrastructure.
- Understudy the Manager Security Governance and Intelligence, assuming some aspects of the role when the manager is absent.

In addition, the key accountabilities for a Band 6 position include:

- Contribute towards security risk assessment excellence, assistance, and guidance on a variety of nuclear security regulatory obligations and challenges recommending corrective improvements (including changes in the work environment) where necessary.
- Influence stakeholders, manage a security intelligence collection plan and contribute to ANSTO-relevant threat summaries.
- Develop, implement, and improve security intelligence protocols and procedure, and policies in areas aligned to the PSPF framework.
- Lead security risk assessments, vulnerability assessments and the performance evaluation of risk controls
- Lead intelligence-led security advice to ANSTO projects.
- Work consultatively and collaboratively to manage relationships with State and Commonwealth law enforcement and intelligence agencies.
- Maintain knowledge of industry best practice and developments, this can include representing the organisation as a subject matter expert at external forums.
- Promote and foster a security culture with evidence of continuous improvement and understanding of security measures. This may include challenging established ways of working in favour of more optimal approaches.

The major challenges for this position include:

- Being comfortable with a 'no two days the same' working environment and the ability to cope with a number of concurrent projects.
- Being well organised and details oriented.
- Being adaptable in an operationally responsive environment where tasks and priorities can change with short notice.
- Developing knowledge about nuclear security and nuclear safeguards.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager Security Governance and Intelligence	<ul style="list-style-type: none"> • Respond to manager's direction and tasks • Provide considered advice on security and intelligence matters • Manage assigned projects within time and cost parameters, raising risks and issues early
Communications Security Officer	<ul style="list-style-type: none"> • Assist with COMSO record keeping and administration • Assist with projects, raising risks and issues early
Direct Reports	<ul style="list-style-type: none"> • No direct reports
Internal stakeholders	
Chief Security Officer Group Executive NSSS National security holders	<ul style="list-style-type: none"> • Maintain collaborative relationships • Provide advice when requested • Understand and work toward achieving ANSTO's, the Group and Division's plans and objectives
External	
Various Commonwealth and NSW State agencies	<ul style="list-style-type: none"> • Receive information and intelligence reports • Contribute to inter-agency engagement when required • Deliver presentations on nuclear security practices (once sufficiently experienced) • Assist administration for security-related group visits to ANSTO at Lucas Heights
International partner agencies	<ul style="list-style-type: none"> • Contribute to inter-agency engagement when required

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to Manager Security Governance and Intelligence
Direct Reports	None
Special / Physical Requirements	
Location	Lucas Heights Working in various locations on site as needed
Hours	Business hours as a matter of routine On rare occasions work extended hours / nights
Travel	May be required to undertake domestic travel Occasional international travel
Physical	Office based physical requirements (sitting, standing, minimal manual handling, movement around the office and site, extended hours working at a computer)

	Public speaking Presenting data and recommendations to senior managers Undertake relevant professional development and training
Radiation areas	Will not be required to work in radiation areas without close supervision. Opportunities exist for basic radiation safety training.
Clearance requirements	Satisfy ANSTO pre-employment security and medical clearance requirements Hold an NV1 clearance, NV2/PV preferred

Workplace Health & Safety

Role requirements are detailed in ANSTO's AP-2362 WHS Management System	As a Worker: <ul style="list-style-type: none"> • Take reasonable care for their own health and safety • Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons • Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by ANSTO • Co-operate with any reasonable policy or procedure of ANSTO relating to health or safety at the workplace that has been notified to workers.
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ORGANISATIONAL CHART

Refer to the published organisation chart.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Some experience in security intelligence analysis and security risk management.
2. An ability to produce high quality written reports, experience producing security intelligence reports and briefings would be an advantage.
3. Understand the Australian Government's Protective Security Policy Framework (PSPF) with some experience providing advice and implementing elements of the PSPF.
4. An ability to develop and deliver security training and awareness in a range of formats (eg. oral presentation, online (SharePoint) content, factsheets, notes for managers).
5. Demonstrated ability to work well in a cross-functional team and an operationally focused, high tempo environment.
6. An understanding of project management, experience in basic project management would be an advantage.

Band 6

1. Extensive knowledge and demonstrated experience in security intelligence analysis and security risk management.
2. Extensive knowledge and demonstrated experience in Australian Government's PSPF and providing advice to key staff and representatives at ANSTO, government agencies and professional organisations.
3. Strong verbal communication skills with emphasis on presentation skills and demonstrated ability to adapt communication styles to differing audiences.
4. Understanding and experience in implementing PSPF guidelines and codes in operational and emergency situations.

5. Extensive experience in project management.
6. Demonstrated strong interpersonal and influencing skills with the capacity to influence key staff and representatives at ANSTO, government agencies and professional organisations.

Linked Role Transition

Transition to the higher band within the linked role is not automatic and ability to perform Band 5 and Band 6 accountabilities will need to be demonstrated and assessed. This can be done by completing a full written submission demonstrating and justifying how an employee meets the transition requirements.

VERIFICATION

This section verifies that the line manager and appropriate senior manager/executive confirm this is an accurate reflection of the position requirements.

Line Manager	Hiring Delegate
Name: Ross McCrone	Name: Dr Miles Apperley
Title: Manager Security Governance & Intel.	Title: Group Executive Nuclear Safety, Security and Stewardship
Signature:	Signature:
Date:	Date: