



POSITION DESCRIPTION

Position Title:	Security Vetting Analyst
Cluster / Business Unit / Division	Nuclear Safety, Security and Stewardship
Section or Unit:	Security & Safeguards
Classification:	Band 5
Job Family	Security & Intelligence
Position Description Number:	PD-2549
Work Contract Type:	Professional
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

Working under the guidance of the Senior Security Vetting Analyst, the Security Vetting Analyst is responsible for conducting complex personnel security vetting assessments to determine an individual's suitability for a security clearance. This role ensures compliance with the minimum standards set by the Protective Security Policy Framework (PSPF) and ANSTO's internal policies and procedures.

The position applies evidence-based analysis, structured judgment, and risk management principles to assess potential security risks. The Analyst plays a key role in safeguarding ANSTO's personnel, information, and assets by ensuring that all security clearance decisions are made with accuracy, discretion, and adherence to regulatory requirements.

The Security Vetting Analyst contributes to ongoing process improvements, knowledge sharing, and training within the vetting team to enhance the effectiveness and integrity of ANSTO's personnel security framework. Additionally, the role provides insights into emerging personnel security risks and supports the development of mitigation strategies to uphold ANSTO's security framework.

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.

The Nuclear Safety, Security and Stewardship incorporates High Reliability (Safety), Nuclear Security and Safeguards 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.

The Nuclear Security and Safeguards Division (NSNS) administers the nuclear security system at ANSTO, provides for the general security of the Organisation and the additional requirements to secure nuclear material and radioactive sources in the Organisation's control. ANSTO's strategy includes the Nuclear Security & Nuclear Safeguards as one of the organisational imperatives. ANSTO's security management is planned and implemented to protect our people, information, assets and reputation from harm caused by malicious acts, with emphasis on preventing misuse of nuclear and other radiological material. The Vetting Analyst works within a proactive and dynamic ANSTO operational team that is trusted and dedicated, contributing to a positive service delivery culture.

ACCOUNTABILITIES & RESPONSIBILITIES

Outlined below are the key areas of responsibility for the Security Vetting Analyst:

- Communicate effectively with delegates, internal divisions, and external stakeholders to gather and verify necessary information within benchmark timeframes including taking the necessary action to resolve any adverse findings.
- Gather, assess, and analyse sensitive information regarding security clearance applicants in accordance with the Protective Security Policy Framework (PSPF) and ANSTO policies and procedures. This includes collecting information through various communication channels such as email, telephone, video, and in-person interactions with applicants and referees.
- Conduct complex personnel security vetting assessments meticulously analysing subject responses validate and to determine an individual's suitability for a security clearance.
- Apply structured judgment, critical thinking, and risk management principles to make informed clearance decisions. This includes preparing detailed, high-quality written reports outlining recommendations based on evidence-based analysis, professional structured judgment methodology and risk management principles.
- Assess and manage complex vetting clearances, including preparing high-standard denial documentation when necessary.
- Conduct periodic security reviews, revalidations, and re-evaluations of cleared personnel as part of ANSTO's ongoing suitability programme.
- Assist in training and developing other security personnel, such as Personnel Security Coordinators, by sharing knowledge and expertise.
- Act in a supervisory capacity within the Personnel Security Team, providing mentorship and guidance in specialist areas.
- Provide timely specialist security advice and guidance to all ANSTO work areas on matters relating to personnel security.
- Demonstrate strong interpersonal skills and the ability to effectively liaise with clearance subjects from diverse backgrounds, while maintaining a high standard of written and verbal communication to ensure clarity, accuracy, and professionalism in all interactions.
- Operate within ANSTO's complex organisational structure while ensuring full compliance with security policies, procedures, and regulatory requirements. Take necessary actions to address adverse findings in line with risk management principles.
- Undertake additional responsibilities as required, including covering for other personnel during periods of leave.

Decision Making

- Conduct thorough personnel security vetting assessments using detailed risk assessment and well-supported arguments to determine an individual's eligibility for a security clearance.
- Perform research and analysis to make strategic decisions that involve complex or escalated issues, longer-term planning, and liaison with other sections on policy, project, or operational issues.
- Demonstrate accountability in the accuracy, integrity, and quality of advice provided to wider customer groups (managers, employees & stakeholders), required to ensure that decisions are based on sound evidence.
- Ensure all information gathered is assessed and necessary action is taken to resolve any adverse findings.
- Facilitate communication and collaboration with delegates, internal and external agencies to gather comprehensive information that is influential to the final decision and outcome.
- Reach decisions with considerable complexity and sensitivity requiring little or no revision before finalisation.
- Make informed decisions autonomously, utilising exceptional judgement, discretion, and expertise to provide formal and informal advice that has a medium to high level of impact on the work area.

- Ensure decisions are governed by the application of regulations, best practice principles or the agency’s operating instructions and procedures.
- Work within a framework of legislation, policies and professional standards in conjunction with ANSTO values, NSSF strategies and objectives relevant to the position.
- The levels of authority delegated to these positions are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced);

Key Challenges

The major challenges for these positions include:

- This position is responsible for prioritising their own tasks and workloads within the context of agreed work plans and will consult with the Senior Personnel Security Vetting Analyst on complex, sensitive and major issues that have a significant impact on NSSF.
- Ensure clear and effective communication of updates, stemming from security process changes and developments.
- Contribute to continuous improvement efforts in the delivery of products and services.
- Promote a culture throughout the organisation that emphasises security as a vital contributor to ANSTO operations.
- Manage the provision of a range of business services in an environment where workloads can be difficult to predict.
- Manage relationships with stakeholders to achieve work area and agency goals.
- Anticipate and respond to stakeholder needs and expectations.
- Perform independent research work and analysis, including the preparation of formal reports.
- Research, interpret and apply legislation, including maintaining knowledge of relevant legislation and international conventions.
- Apply comprehensive work knowledge, precedent and established legislation, policy, procedures and guidelines to situations involving complexity and sensitivity which require considerable interpretation and analysis.
- Utilise sound analytical and problem-solving skills to evaluate conflicting evidence and quickly identify problem areas for further investigation.
- Provide specialist advice on compliance with specifications or standards.
- Manage sensitivities to achieve security outcomes while developing a shared awareness of security responsibilities across ANSTO.
- Facilitate achievement of the organisational goals and business outcomes by ensuring key performance indicators are achieved.
- Ensure full compliance with the quality and environmental frameworks, safety procedures and standards, regulatory requirements, and management principles.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Personnel Security Manager/Senior Security Vetting Analyst	<ul style="list-style-type: none"> • Receive guidance and direction • Provide expert, authoritative and evidence-based advice on personnel security • Provide timely advice and reporting on personnel security related requests • Assist in organisational activities ensuring protection of ANSTOs people, information and assets

Personnel Security Staff	<ul style="list-style-type: none"> • Contribute to group decision making processes, planning and goals • Collaborate and share accountability • Provide advice and analysis on personnel security related matters • Negotiate and resolve conflicts
Internal Stakeholders	<ul style="list-style-type: none"> • Engage and consult regularly to identify security requirements and customer expectations in determining key work priorities ensuring customer focused outcomes are achieved. • Provide advice and exchange information
<ul style="list-style-type: none"> • ANSTO staff and contractors • Business Unit administrators • HR Shared Services • NSTLI User Office • Engineering and Capital Program – Project managers and contract supervisors 	
External	
<ul style="list-style-type: none"> • Delegates and members of the public • Security service providers • All other 3rd party providers engaged with ANSTO • Other Commonwealth agencies 	<ul style="list-style-type: none"> • Provide intermediary support between external parties and Security Assessment Officers regarding accuracy and verification of information including the follow-up of urgent/complex requests.

POSITION DIMENSIONS

Staff Data	
Reporting Line	The role reports to the Personnel Security Manager.

Special / Physical Requirements

Location:	Lucas Heights
Travel:	May be required travel to ANSTO sites from time to time. May be required to undertake field work in remote locations.
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer). Possibility to stand for long periods.
Hours:	Willingness to work extended and varied hours based on operational requirements and to perform additional duties as required.
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements. Obtain and maintain Negative Vetting 1 (NV1) National Security Clearance.

Workplace Health & Safety

Specific role/s as specified in <u>AG- All Workers 2362</u> of the ANSTO WHS Management System	Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties.
--	--

ORGANISATIONAL CHART

On file.

KNOWLEDGE, SKILLS, AND EXPERIENCE

The following education, qualification and/or experience is required:

1. Certificate IV in Personnel Security (Vetting) or ability to obtain this certification.

2. Relevant experience in the Australian Government Protective Security Policy Framework (PSPF) and compliance with strict policies and procedures.
3. Knowledge of international affairs and the Defence Trade Amendment Act (preferred), or the ability to quickly acquire this knowledge / or a willingness to develop an understanding
4. Demonstrated experience in a professional investigative, risk management or analysis or analysis environment with the ability to assess security risks effectively
5. Proven ability to make critical judgments and decisions while adhering to established protocols and procedures.
6. Demonstrated high level reasoning and problem-solving skills to assess complex security clearance applications.
7. Outstanding ability to communicate effectively with clarity, conciseness, and confidence in both verbal and written interactions.
8. Demonstrated understanding and experience in dealing with cultural and social sensitivities ensuring fair and unbiased assessments

VERIFICATION

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

Line Manager		Delegated Authority	
Name:	Ingrid Stead	Name:	Travis Van Der Velden
Title:	Personnel Security Manager	Title:	Chief Security Officer
Signature:		Signature:	
Date:		Date:	