

JOB AND PERSON SPECIFICATIONS

Position Title:	Manager Security
Position No:	TBA
Classification Level:	AS07
Type of Appointment:	Temporary term through to February 2027
Branch:	Executive
Date Updated:	May 2025

JOB SPECIFICATION

ROLE SUMMARY

The Manager Security is a temporary role created to lead and implement security strategies for the 2026 elections including the state election, first nations voice to parliament election and local council elections.

The Manager Security is responsible for leading, coordinating and implementing effective and comprehensive security strategies to protect the integrity, confidentiality and accessibility for the Electoral Commission of South Australia (ECSA) activities and projects. This role is intended to support and safeguard the protective, physical and personnel security of ECSA's operations, assets and election processes and will include the development and implementation of dedicated plans and strategies to support responsibilities and requirements under the South Australian Protective Security Framework and effective business continuity planning and disaster recovery planning.

This role will report to Deputy Electoral Commissioner (as the Agency Security Executive (ASE)), will work closely with the Agency Security Advisor (ASA) and Information Technology Security Advisor (ITSA) and liaise with a range of internal and external stakeholders, including state and national agencies. The position may be responsible for the supervision of ongoing, temporary or casual employees allocated to assist with project delivery.

KEY RESPONSIBILITIES

- Plan, coordinate and evaluate security activities associated with the 2026 elections including (i) protective security, (ii) physical security and (ii) personnel security.
- Establish, implement and evaluate security plans for key operations in multiple locations (including for example, Central Processing Facility, returning offices and polling places).
- Develop security policies, procedures and guidelines in accordance with South Australian Protective Security Framework (SAPSF), legislation, regulations and industry standards.
- Develop and implement emergency response plans (including incident management) in consultation with the ECSA security personnel (ASE, ASA, ITSA).

- Identify and facilitate security and emergency management awareness training for key staff.
- Provide subject matter expertise and advice on all matters relating to security.

AGENCY RESPONSIBILITIES

- Contribute to effective election management and the provision of best practice electoral services by investigating opportunities to enhance operations and assuming responsibility for specific state and local government electoral projects and agency projects.
- Demonstrate appropriate and professional workplace behaviours that are in-line with the Code of Ethics for the South Australian Public Sector.
- Maintain a commitment to EEO, Diversity and Ethical Conduct according to the principles of the Public Sector Act 2009.
- Contribute to a safe and healthy work environment by taking reasonable care to protect your own and others' health and safety at work by having a knowledge of, and complying with, legislation and ECSA policies and procedures related to the Work Health and Safety Act 2012 (SA).
- Utilise resources and information in a responsible and accountable manner and comply with all Public Sector and ECSA financial, procurement, IT and HR policies and procedures.
- Actively participate in ECSA's Performance Management and Development Program.
- Uphold the values of ECSA as reflected in the Strategic Plan.
- Adhere to quality service standards to ensure objectives of ECSA's Customer Service Charter are fulfilled.
- Keep accurate and complete records of business activities in accordance with the State Records Act 1997.

You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform.

SPECIAL CONDITIONS

- In order not to compromise the strict neutrality of the Commission, no person who is active in political affairs or intends to carry on this activity may be an employee.
- Employment is dependent upon a National Police Certificate clearance that the Commission finds satisfactory.
- Extensive out of normal working hours duty may be required during the period of an election.
- ECSA staff will be required to work collaboratively with both internal and external staff, contractors, and service providers to ensure smooth operations of ECSA functions, in particular during election events.
- Some interstate and intrastate travel may be required.
- Incumbent must have or be able to obtain and maintain a security clearance at the Baseline level or above.

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

Qualifications

- Nil

Personal Abilities, Aptitudes, Skills

- Proven ability to establish, manage and administer significant projects to achieve successful outcomes.
- Strong analytical and critical thinking skills with the ability to assess complex risks and make sound decisions under pressure.
- Exceptional attention to detail and proactive mindset.
- Ability to work autonomously, under broad direction, in the execution and completion of tasks working with minimum supervision and applying resilience, initiative and judgement.
- Ability to determine priorities and work effectively under pressure, within limited timeframes to ensure that deadlines are met.
- High level written and verbal communication skills including writing project plans.
- Demonstrated communication and negotiation skills to liaise with internal and external key stakeholders at all levels across a range of government and non-government agencies and groups.
- A high level of personal drive and professionalism, including the ability to manage highly sensitive issues with tact, discretion, and strict confidentiality.

Experience

- Proven experience in the development and implementation of security management policies and procedures.
- Demonstrated experience in providing high level policy advice.
- Demonstrated experience in dealing with security issues including the review of security controls.
- Demonstrated experience in addressing SA Protective Security Framework requirements.
- Experience in conducting risk assessments.
- Experience in incident management.

Knowledge

- Knowledge of current security technical controls and solutions.

DESIRABLE CHARACTERISTICS

Qualifications

- Qualifications in Security Management, Cybersecurity, Risk Management or a related field.

Personal Abilities, Aptitudes, Skills

- Strong understanding of crisis management, business continuity planning and disaster recovery.

Experience

- Experience in election security, government security or public sector risk management.
- Experience in cyber threat intelligence, digital forensics, or cybersecurity incident response.

Knowledge

- Familiarity with electoral operations and the unique security challenges they present.

Reviewed and approved by Deputy Electoral Commissioner:			
Accepted by Employee:			/ /

Name

Signature

Date