



Position Description – Defence Security Officer

Position Details

Position Title: Defence Security Officer

College/Portfolio: STEM College **School/Group:** Wackett Centre

Campus Location: Primarily based at the city campus, and the potential to work across other RMIT campuses as required.

Classification: HEW 8 **Time Fraction:** 1.0

Employment Type: Ongoing

Reporting Line: Defence Security Manager

No. of Direct reports: Nil

RMIT University

RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

Why Join RMIT?

Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



Inclusion Imagination Integrity Courage Passion Impact

Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

Organisational Accountabilities

RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Leadership at RMIT

At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be–Know–Do* Leadership Model:

Be – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

Know – We are self-aware, and understand our stakeholders, our sector and priorities.

Do – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

STEM College

LEARN! GROW! DO!

Together transforming the world through STEM

The STEM College holds a leading position and expertise in the science, technology, engineering, mathematics, and health (STEM) fields. We are uniquely positioned to influence and partner with industry, as never before. STEM College is a community of exceptional STEM researchers, teachers, inventors, designers and game changers, supported by talented professional staff. We offer higher education programs across all STEM disciplines at the Bachelor, Master and PhD levels, and ensure our students experience an education that is work-aligned and life-changing.

The College is renowned for its exemplary research in many STEM areas including advanced manufacturing and design; computing technologies; health innovation and translational medicine; nano materials and devices; and sustainable systems. Our brilliant researchers attract funding from government and industry sources. Industry is at the heart of what we do. It ensures our research has real world impact, and our students are truly work-ready. We have established new hubs of industry-connected digital innovation and endeavour and are engaging with global STEM organisations at scale.

Our diversity and shared values empower our work, and we are proud of the College's inclusive, caring culture. We offer a safe, dynamic work environment, and support every member of our community to achieve their potential.

For further information about the STEM College please visit the following site:

<https://www.rmit.edu.au/about/schools-colleges/stem-college>

The Sir Lawrence Wackett Defence and Aerospace Centre (Wackett Centre)

The Wackett Centre is a university centre embedded in the STEM College. The Wackett Centre is dedicated to advancing the fields of defence and aerospace through cutting-edge research, innovation, and collaboration. It serves as a hub where industry leaders, government agencies, and academic experts come together to develop technologies and solutions that enhance national security and aerospace capabilities. The Centre promotes workforce development by offering tailored training programs and work-integrated learning opportunities, ensuring a highly skilled workforce for the defence and aerospace sectors. With a strong focus on practical applications, Wackett Centre fosters partnerships and conducts collaborative research projects that drive technological advancements, ensuring Australia remains at the forefront of global defence and aerospace innovation.

Position Summary

The Defence Security Officer (DSO) delivers Defence-related security functions within RMIT's Security Managed Environment in accordance with the Security Policy Plan (SPP), the Defence Industry Security Program (DISP), and applicable Defence security requirements.

The role is responsible for the implementation and day-to-day administration of approved security policies, procedures, and controls across Defence-related programs, ensuring compliance with established frameworks and reporting obligations.

Working as part of the Security Operations Team, the DSO contributes to the effective delivery of security activities and supports the College's ongoing compliance and assurance responsibilities in relation to Defence work.

Key Accountabilities

- Deliver Defence-related security activities in accordance with the Security Policy Plan (SPP), DISP requirements, and applicable Defence security frameworks.
- Implement approved security policies, procedures, and controls across Defence-related programs.
- Perform operational tasks relating to personnel security clearances, Designated Security Assessed Positions (DSAP) and required security registers.
- Conduct security risk assessments, incident management, and reporting activities as required.
- Liaise on routine security matters and escalate issues in accordance with established procedures.
- Exercise delegated authority, where assigned, for routine operational security decisions within defined parameters.
- Contribute to compliance, reporting, and assurance activities associated with DISP membership.
- Maintain accurate documentation and support operational audit and assurance requirements.

Key Selection Criteria

- Relevant experience in administration, compliance, governance, risk, or a related operational environment; experience in a security or regulated context is desirable.
- Working knowledge of, or ability to develop knowledge of, Australian Government or industry security frameworks (e.g. DISP, PSPF, Defence security requirements).
- Demonstrated ability to manage operational activities, prioritise workload, and support effective security outcomes.
- Proven ability to manage sensitive and confidential information with sound judgement and integrity.
- Well-developed communication and stakeholder engagement skills.
- Demonstrated organisational and administrative capability, including maintaining accurate records and meeting reporting obligations.
- High-level digital literacy, including experience using standard office software and information management systems.

Qualifications

Relevant qualification and/or relevant industry experience.

The holder of this role must be an Australian citizen and be able to obtain and maintain a Personnel Security Clearance at Negative Vetting Level 1.

Working with Children Check

Appointment to this position is subject to holding a valid Victorian Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.