



M/L 000103237

CANDIDATE INFORMATION PACK

Safety, Security & Information Officer

Application Process:

Your application should include a Cover Letter and current CV, including referee contact details.

Please forward applications to dhiscox@une.edu.au by 11.59 pm **Monday 17 January 2022**.

Please see General Terms and Conditions below along with the relevant Position Description for your information.

If you have any queries regarding your application, please contact Deb Hiscox on ph: 6773 2612 or email dhiscox@une.edu.au

General Terms and Conditions - Casual

<i>Modern Award:</i>	Security Services Industry Award 2010
<i>Award Classification:</i>	Level 4
<i>Remuneration:</i> (Based on adult rate of pay)	Hourly rate inclusive of casual loading \$ 30.36 (*Other shift allowances may apply – refer to the Award – http://awardviewer.fwo.gov.au/award/show/MA000016 * Dependent on roster/s worked
<i>Payment frequency – cash salary:</i>	Fortnightly
<i>Hours of work:</i>	Minimum shift duration of 4 hours for ordinary time shifts
<i>Days of Work:</i>	As required - Mon – Sun
<i>Spread of Hours:</i>	Shiftwork as per roster
<i>Location:</i>	Life Safety & Information premises located at the University of New England, Armidale
<i>Long Service Leave Home State:</i>	New South Wales
<i>Employer Contributions to a Superannuation Fund to be made by:</i>	In accordance with Australian Taxation Office guidelines
<i>Annual leave:</i>	Not applicable
<i>Personal/carers leave:</i>	Not applicable
<i>Compassionate leave:</i>	Not applicable
<i>Overtime:</i>	Will only be paid when approved by the Safety & Information Manager / Director prior to the work being undertaken
<i>Superannuation</i>	10 % SGL

POSITION DESCRIPTION

JOB TITLE	Security Officer
BUSINESS UNIT	UNE Life Safety, Security & Information
REPORTING TO	Safety, Security & Information Manager
LOCATION	Armidale
CLASSIFICATION	Security Services Industry Award 2010 – Level 4
DATE	Dec 2021

PURPOSE OF THE POSITION

With a focus on service excellent, the Security Officer Level 4 is responsible for the provision of security and safety services for UNE Life Safety, Security & Information customers which may include the wider Armidale community.

ORGANISATIONAL CONTEXT

UNE Life is a wholly owned, not-for-profit entity of the University of New England independently governed by a Board of Directors and managed by a Director. We are a business dedicated to enhancing the experience of our students, staff and community through the provision of quality and innovative service both on-campus and off campus in the wider Armidale community.

UNE Life is divided into five (5) business units:

- Commercial Services - incorporating our retail outlets, restaurant and cafes, catering and cinemas businesses.
- SportUNE – incorporating our gym, on campus sporting facilities, and recreational facilities/activities.
- Safety, Security & Information/Event Management
- Corporate Services – finance, governance, information management and human resources.
- Student Experience – incorporating Tune FM (student radio) and Advocacy and Welfare Services.

Our success to date has been built upon our ability to deliver a financially viable business whilst maintaining a relentless focus on performance and service excellence.

KEY ACCOUNTABILITIES

1. Watch, guard, secure or protect persons and/or premises and/or property at sites/locations,
2. Respond to fire/ security alarms at their designated post.
3. Control of movement of persons, vehicles, stock and material at gatehouses and similar locations utilising monitoring, and operating computer based systems requiring data input, including manipulation of spreadsheet based computer programs or other advanced monitoring systems.

4. Crowd control functions including at various sporting and entertainment events and venues or public areas where events, concerts or similar activities are conducted.
5. Patrol in a vehicle two or more separate establishments or sites, including where more than one site held by the same business is patrolled.
6. Required to act as first response to security incidents/matters as directed.
7. Record and/or report security incidents or matters on a computer based system.
8. Monitor and operate, under supervision, building operations systems terminating at a visual display unit or computerised printout, including the monitoring of complex fire alarms, water towers/chillers, temperatures and other similar building operational system functions.
9. Monitoring, recording, inputting information or reacting to signals and instruments related to electronic surveillance of any kind within a central station or at a particular location.
10. Keyboard operation to alter the parameters within an integrated intelligent building management and/or security system, including operating computer programs which have the ability to lock/unlock doors, program access cards, audit door access by an individual as well as recording time and date of access.
11. Works individually or in a team environment under limited supervision which may not necessarily be at the site where the officer is posted.
12. Exercises discretion within the scope of the classification level.
13. Exercises computer skills at an appropriate level
14. Exercises high level interpersonal and communication skills.
15. Comply with the Rules, Policies and Procedures of UNE Life Safety, Security & Information (available on the UNE Life Safety Security & Information website) as they are amended, varied or replaced from time to time.

LEADERSHIP ACCOUNTABILITIES

- Espouse UNE Life values
- Promote a safe, efficient, and effective work environment by promoting a positive, healthy, safe and innovative work environment.
- Promote a harmonious and inclusive workplace free of discrimination, harassment and bullying.

KEY RELATIONSHIPS

- Direct Reports:
 - N/A
- External Stakeholders
 - General public
 - Contractors
- Internal Stakeholders:
 - UNE Colleagues
 - UNE Life Colleagues

- Students

SELECTION CRITERIA

1. Relevant qualifications, as a minimum Class 1AC Security Licence and with operational experience in Security; or an equivalent combination of relevant experience and/or education/training or ability and willingness to obtain.
2. Current Advanced First Aid qualification.
3. Current Driver's Licence.
4. Demonstrated ability to control situations involving difficult and stressful incidents.
5. Demonstrated high level interpersonal and communication skills.
6. Demonstrated basic understanding of Work Health and Safety and risks to people and property as it applies to this role.

DESIRED REQUIREMENTS

1. Ability to use computers and Microsoft Office applications (Word, Outlook and Excel) and industry specific software to record and produce information.
2. Completed Year 12 or equivalent.
3. MR Driver's Licence.
4. Traffic Control qualification.
5. Responsible Service of Alcohol (RSA).
6. Willingness to commit to professional development or training opportunities.

UNE Life is required to conduct the following employment checks on staff:

- I. Prior employment checks including relevant disciplinary proceedings
- II. National Criminal History Check

POSITION DIMENSIONS

Work Health and Safety Statement

Cooperate with all health and safety policies and procedures and take all reasonable care to ensure actions do not impact on the health and safety of staff, students, visitors and members of the public.

Equal Employment Opportunity

Ensure that the principles of equal employment opportunities are implemented promoted and adhered.