

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 2020 – Level 4
DATE	October 2024

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

We are a wholly owned, not-for-profit entity of the University of New England (UNE) independently governed by a Board of Directors and led by a Chief Executive Officer. Put simply, we are a company that is also part of the University family.

Our mission at UNE Life is to provide an outstanding experience both on, and off our University campuses.

We are the bridge between the University and its many communities. We are a team that gets things done together with a focus on honesty and respect for one another.

One of our bigger success measures revolves around our commitment to quality service for the UNE and the wider community. We offer a unique set of services which are divided into 6 business units, these include:

- Student Experience – includes clubs & societies, our student-powered radio TuneFM, our independent student Advocacy & Welfare Services, and specific events & activations from orientation, to graduation.
- Commercial Services - includes our retail outlets, food & beverage services, event management & catering.
- SportUNE – includes our state-of-the-art community gym, on-campus sporting facilities, and recreational facilities/activities.
- Safety, Security & Information - includes around-the-clock security services for the University.
- Corporate Services – includes Finance, People & Culture, Branding & Marketing, IT Management, and Contract Management.
- Health – UNE Healthcare Centre

UNE LIFE VALUES

We believe our values reflect who we are as a team. Alignment with these values is key to your success with UNE Life.

- Honesty – transparency builds trust
- Respect – yourself, others, and all we do
- We are a team – we get things done, together
- Never settle – we live for continuous improvement
- Surpass expectations – we focus on customer satisfaction
- We're committed – we do what we do because we believe in it.

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.

Note: *It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the key responsibilities of the position. The responsibilities listed above may be altered in accordance with the changing requirements of the role*

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.
7. Hold and maintain a Responsible Service of Alcohol (RSA)



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. 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.

EMPLOYMENT AGREEMENT

As the incumbent of this position, I have read the position description, understand its contents and agree to work in accordance with the requirements of the position.

Signatories	Name	Signature	Date
Staff member			
Supervisor			

