

Position Description



Position	Security Shift Supervisor
Level/Classification	HEW0404
Reports to	Security Coordinator
Unit	Security Services
Directorate	Campus Operations and Services
Positions Supervised	Contracted Security Officers

Position Purpose

The position has shift supervisory responsibility to ensure the safety and wellbeing of the University community and protection of property and assets. Operating on Monday to Friday, from midnight to 8am, the role provides security control room coordination, including incident response and escalation, supervision of the on-duty security officers, implementation of security operating procedures and emergency management guidelines, and performs the role of Chief Warden.

Responsibilities include:

- leading by example when undertaking security tasks and functions;
- delivering a quality security and customer service;
- providing clear and concise shift briefings and handovers;
- completing timely and accurate logs and reports;
- undertaking allocated shift training and audits;
- liaising with security staff at other campuses;
- maintaining a strong campus knowledge including awareness of security 'hotspots';
- developing relationships with building occupants and other key stakeholders.

The position typically works a fixed 8 hour night shift from 0000 – 0800, Monday to Friday, however may be required to work outside of these hours.

About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Bididi. Building a brighter future, together – guides the University’s direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

About the Work Area

Campus Operations and Services provides the highest quality asset and facility management services to support the teaching, research and commercial activities of Murdoch University.

Campus Operations and Services delivers a range of services and advice to the University, including: cleaning, waste control, recycling, pest control, logistics, security and emergency management, mail collection and deliveries, parking and traffic, space planning, timetabling, new building projects, refurbishments, grounds management, asset and maintenance, infrastructure planning, campus master planning and environmental management.

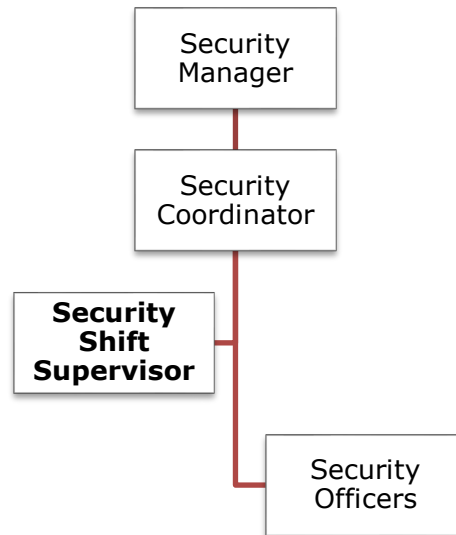
Security Services primary functions include:

- The protection of all people within the University including staff, students, contractors and visitors
- The protection of property
- The prevention and detection of crime
- Acting as initial first responders to incidents and emergencies on campus.

This position is currently located at the Murdoch campus, but the position may be required to undertake security related activities at any of the University's campuses. Although the position is dayshift Monday to Friday there may be after hours work required from time to time.

Persons appointed to this position are designated 'Authorised Persons' for the purposes of administering the University By-Laws.

Reporting Relationships



Key Responsibilities/Duties

The following are security tasks, duties and responsibilities:

1. Provide proactive leadership and supervision of the rostered-on duty Security Officers to ensure that both scheduled and unplanned security requirements are delivered in accordance with policy and procedure.
2. Ensure the safety and wellbeing of the University community and protection of property and assets whilst on shift.
3. Within a control room environment, efficiently coordinate the monitoring of security systems including CCTV and electronic access control and the timely and effective response to alarm activation, calls for assistance, breach of behaviour, incidents, and suspicious activity.
4. Manage the recording of events and full of log activity that occur on the shift including drafting incident reports for management review and investigation.
5. Conduct a detailed handover at the beginning and end of each shift, including effective completion of assigned tasks from Security Management.
6. In conjunction with Security Management, coordinate incident and emergency responses in line with the University Critical Incident Management Plan and Security Operating Procedures.
7. Advising current policy and procedures to rostered officers, including the planning and allocating of shift resources.
8. Under the direction of Security Management, respond appropriately to complex, sensitive and detailed enquiries using judgment and initiative, and assess security situations both proactively and reactively, and advise Security team and stakeholders appropriately.
9. Liaise with the University community whilst on shift and apply a good working knowledge of Security's policies, procedures, activities, and services including the education of stakeholders.
10. Participate in relevant security department training including mock scenarios to maintain knowledge and application.
11. Liaise effectively with onsite security contractors at other campuses to maintain awareness of activities and provide operational support as needed.
12. Other duties as directed by Security Management.

Selection Criteria

Essential

1. Completion of Certificate II or III Security with a current and valid Security License or equivalent competency.
2. Substantial relevant security experience in a large and complex organisation, as well as coordinating emergency response services.
3. Demonstrated ability to effectively supervise and instruct staff and contractor employees.
4. Demonstrated ability to both lead by example and work productively as part of a team.
5. Demonstrated ability to proficiently use Microsoft Office suite of products and security systems.
6. Highly developed written and verbal communication skills including the ability to effectively liaise with people at all levels and backgrounds and effectively use interpersonal skills in sensitive and stressful situations whilst providing excellent customer service to ensure quality delivery of services.
7. Demonstrated organisational and problem-solving skills included the ability prioritise tasks with competing demands effectively meet obligations and show initiative.

Desirable

1. Previous security experience in a higher education environment.
 2. Demonstrated ability to review, implement and monitor compliance with security operating procedures.
 3. Previous experience of working within a control room environment.
- Previous CCTV and Access Control system experience.

Work Requirements

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.
2. The occupant of this position will be required to undertake a criminal record check in accordance with the University's Employee Background Checks Procedure
3. Satisfactory completion of a fitness assessment and maintenance of an appropriate level of fitness for the physical standards and efficient performance required of this position.
4. Some after hours work may be required.
5. Current "C" class driver's licence
6. Ability to work outside of normal office hours when required

Guiding Principles and Values/Code of Ethics and Code of Conduct

Our Values:

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness

Our Principles:

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff complete a Development Review Annually. A Commencing Development Review should be completed within 3 months of commencement.

We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.