Position Description

Position	Security and Traffic Officer
Level/Classification	HEW0303
Reports to	Security Shift Supervisor
Unit	Security Services
Directorate	Property, Development and Commercial Services
Positions Supervised	0

Position Purpose

The Security & Traffic Officer is primarily responsible for the effective interpretation and efficient application of the University's Parking and Traffic By-Laws within Murdoch's land boundaries.

Reporting to the Security Supervisor, this position will advise on parking equipment and their performance such as handhelds and ticket machines in addition to ad-hoc reporting on parking maintenance requirements within the University grounds including line marking, signage, road resurfacing, tree pruning and drainage.

This role is also a key member of the Security Services and Incident Response teams which requires participation in tasks as directed by the Security Coordinator including but not limited to general security, responding to emergencies, systems administration and logistics.

This position is currently located at the Murdoch campus but the incumbent may be required to undertake security services duties at any of the University's campuses.

Note: *This position works Monday to Friday but the officer may be required to work public holidays or other hours as required.*
Persons appointed to this position are designated 'Authorised Persons' for the purposes of administering the University By-Laws.

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 Biddi. 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

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
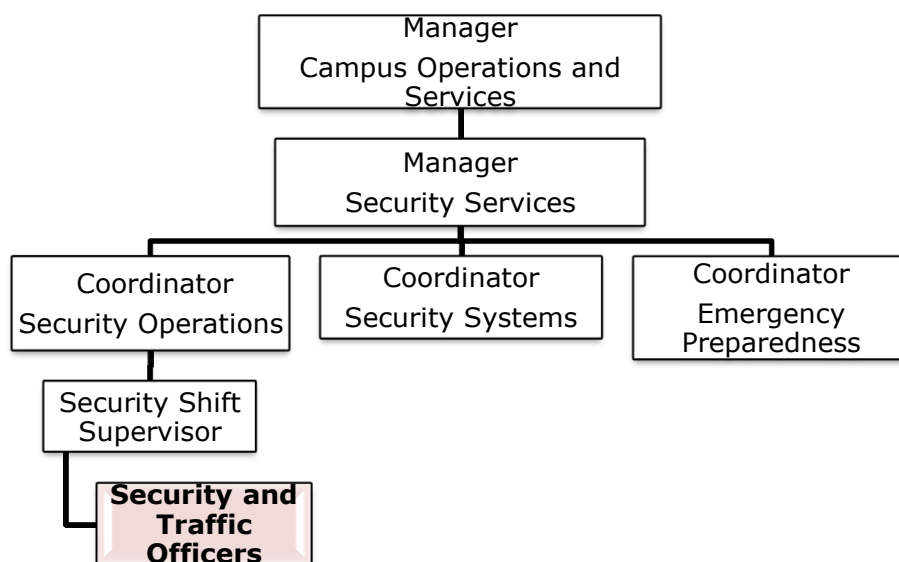
Key Responsibilities/Duties

1. Perform daily traffic enforcement functions whilst complying with all standard operating procedures, instructions, and policies.
2. Effectively enforce the University By-Laws.
3. Observe, investigate, and report security and traffic enforcement incidents to the Security Services Manager.
4. Advise on parking equipment and their performance such as handheld ticket machines as well as report on parking maintenance requirements within the University grounds including line marking, signage, road resurfacing, tree pruning and drainage.
5. Preparation of adhoc parking and traffic reports and accurate records of events.
6. Securing the University infrastructure using mechanical and electronic security management systems.
7. Assist the Security Services Team in performing functions as required including but not limited to logistics, general security and responding to incidents/emergencies.
8. Assist Manager Security Services with related tasks and functions as directed.
9. Develop and maintain strong effective working relationships with immediate workgroup and key management personnel and internal client base.
10. Establish and maintain professional networking contacts to progress the University's interests.
11. Maintain a high level of professionalism in all aspects of this role.
12. Adapt to changing demands and conditions to maintain a high level of service.
13. Undertake continuous personal and professional development to enhance knowledge and skills.
14. Ensure that services delivered to customers are fit for purpose.
15. Operate within the budget as set for the area.
16. Maintain an up-to-date working knowledge of specified University software packages and Microsoft Office applications.
17. Ensure that all activities undertaken meet the relevant legislative requirements and guidelines and University's policies and procedures.
18. Carry out and assist with other duties as required.

Selection Criteria
Essential

1. Successful completion of Certificate II Security Operations
2. Recent relevant experience and/or exposure to security and parking services; or an equivalent combination of recent relevant experience and/or education/training.
3. The ability to work well within a team environment and adapt to change.
4. Well-developed interpersonal skills, which includes the ability to deal with situations firmly, courteously, and tactfully.
5. Demonstrated ability to prioritise and problem solve with limited supervision.
6. Excellent written and oral communication skills and attention to detail to limit misinterpretation.
7. Commitment to provide a high level of customer service and always maintain confidentiality.
8. Basic computing skills including experience working with Microsoft Office and security equipment and related software.

Desirable

1. Knowledge of and understanding of the operational tertiary education environment.
2. Additional relevant qualifications or 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 WA 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.