

POSITION DESCRIPTION

NSLHD - Security Manager Level HM3 Northern Sydney Local Health District Security M/L 410 732 079

COLLABORATION
OPENNESS
RESPECT
EMPOWERMENT

SPEAKING UP FOR SAFETY

Organisation	NSW Health
Local Health District / Agency	Northern Sydney Local Health District
Position Classification	Security Advisor District Security Services HM3
State Award	Health Employees (State) Award
Category	Security
Website	www.nslhd.health.nsw.gov.au/

PRIMARY PURPOSE

Support NSLHD Security Services in promoting security awareness, security training, management of the casual security pool, risk management assessments and audits, leadership and mentoring of security officers.

Provide advice, policy development and reporting to district management, executive and the Board.

Maintain collaborative partnerships with internal and external stakeholders.

Comply with authorised written and verbal instructions, policy and procedures, CORE Values and Behavioral Charter and the NSW Health Code of Conduct and other security related duties.

Deputise for the district Manager Security Services.

COVID-19 VACCINATION COMPLIANCY

The Public Health (COVID-19 Vaccination of Health Care Workers) Order 2021 commenced on 26 August 2021. The Order establishes mandatory requirements for health staff and persons working in health settings to be vaccinated with a COVID-19 vaccine. Mandatory COVID-19 vaccination will now be required for all NSW Health staff.

ESSENTIAL REQUIREMENTS

- You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing.
- Ability to travel to NSW Health Facilities within the NSLHD
- Class 1A NSW Drivers Licence
- Security Licence Class 2A and working toward obtaining class 2D
- Advanced in the use of programs Microsoft Excel, Project, Power Point and Word
- Demonstrated experience with the development & implementation of training & mentoring programs for security teams
- Demonstrated experience in policy development and project management
- Good understanding of contemporary electronic security solutions
- Ability to work autonomously

KEY ACCOUNTABILITIES

- Provide support to NSLHD Security Services as directed
- Conduct security risk assessments and audits as required
- Provide detailed reports to NSLHD Security Services Manager as required
- Report defects, safety hazards or damage to buildings, grounds and equipment
- Adhere to all NSW Health and NSLHD policies and procedures
- Liaise with NSW Police and other external agencies as required

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- Liaise with ASMOF, HSU and NSWNMA unions as required
- Build and manage the NSLHD security casual pool and rostering
- Lead training and support to the security teams as required
- Work collaboratively with NSLHD ODaC team on the delivery of security training for the security teams
- Present district wide security orientation
- Lead security related projects across NSLHD
- Assist in managing electronic security in line with NSLHD Electronic Security Specifications
- Assist in contractor management
- Demonstrated ability in the creation and implementation of policy and procedures
- Thorough knowledge of NSW Security Industry Act 1997 and Security Regulations 2016

KEY CHALLENGES

- Ensuring that appropriate action is taken in the response to critical incidents, and that duties are carried out appropriately and in accordance with all legislative requirements and local policies and procedures.
- Working within multi-disciplinary teams
- Influencing without direct line authority

KEY RELATIONSHIPS	
Who	Why
NSLHD staff, managers and site security teams	Regular communication, to keep the staff safe, and to facilitate productive working relationships with site management teams.
District Security Manager	Receive support from and to report on day to day tasks and issues.
Customers	Ensure relevant security policy and procedures are clearly communicated to customers in an appropriate manager.

SELECTION CRITERIA

1. Consistently demonstrates behaviors that reinforce the CORE Values of our organisation; Collaboration, Openness, Respect and Empowerment. Demonstrates these behaviors with all stakeholders; colleagues, direct reports, as well as our patients and consumers, and those that care for them
2. Must hold current NSW Drivers Licence Class 'C' and a valid Senior First Aid certificate
3. Experience in providing internal and external stakeholders with a strong, responsive customer service focus
4. Demonstrated ability to understand and apply relevant legislation, policy and professional standards in the workplace (both security and WHS)
5. Demonstrated ability to work autonomously, deliver projects, policy development and good reporting
6. Demonstrated negotiation and conflict resolution skills and the ability to work as a member of a team in an often stressful environment
7. Willingness and ability to follow direction from team leaders in both clinical and administrative roles
8. Demonstrated experience in conducting audits and managing an end to end audit program across a large complex organisation