

POSITION DESCRIPTION

NSLHD - Security Manager M/L 410 732 079



Northern Sydney
Local Health District



Organisation	NSW Health
Local Health District / Agency	Northern Sydney Local Health District
Position Classification	Health Mgr Lvl 1
State Award	Health Managers (State) Award
Category	Patient Support Services Security
Website	www.nslhd.health.nsw.gov.au/

PRIMARY PURPOSE

Who we are: We are a health service that touches thousands of lives across the Northern Sydney Local Health District, together as a team of like-minded people. We are passionate, driven and have the skills and knowledge to care for our patients whilst creating the best services possible. Our teams have meaningful, interesting and rewarding work everyday. We challenge and nurture each other, sharing our knowledge and experience so that we can deliver better care for everyone. There's a real sense of belonging here because we value and respect our patients, employees, and teams' voices. You'll feel a real privilege being a trusted caregiver in our patients, their families, their carers, and our communities' lives.

Reporting to the **Corporate Services Manager**, the Security Manager oversees the day to day operation of all Security functions and other security risk management processes including parking.

Closely monitoring Security staff training requirements and compliance with the Security Industry Act; and assisting with systems management and policy compliance across the facility including alarm testing, maintaining the operation of and request for data from CCTV equipment, and supporting the **Corporate Services Manager** in maintaining compliance with Ministry of Health risk management frameworks such as those outlined within the NSW Health Protecting People and Property Policy.

RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

ESSENTIAL CRITERIA

As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others

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when making decisions that may impact upon the health, safety and welfare of those in the workplace.

You must ensure you abide by the NSW Health Code of Conduct, this includes supporting, cultivating, and participating in a respectful work culture without aggression, sexual harassment, discrimination and racism. You are encouraged to speak up if you observe or experience inappropriate work place behaviours. NSLHD supports [diversity and inclusion](#) and these principles should be applied when interacting with our patients and work colleagues.

KEY ACCOUNTABILITIES

- Facilitate day to day operations for Security Services across the site/s of responsibility including effective rostering and payroll services. Ensure Security staff perform allocated accountabilities according to specified timeframes, standards, organisational policies, and legislative requirements compliant with defined guidelines of security staff working within NSW Health.
- Respond to allocated tasks contained within action and improvement plans in relation to Security Risk Reviews and the like for the facility and comply with the directives from the Security Manager, **Corporate Service Manager** and Executive staff.
- Ensure that performance management of staff occurs on an annual basis and any deficiencies addressed accordingly. Assist in recruitment and identify training opportunities for Security staff, ensuring staff maintain up to date training competency requirements.
- Identify any need for changes to practices, policies and procedures aimed at improving Security Services and ensure policies, procedures and guidelines relevant to Security Services at an operational level are adhered to.
- Ensure provision of safe work practices and a safe work environment for Security Services staff such as ensuring risk and hazard registers are maintained and any issues reported are actioned appropriately.
- Maintain established systems and participate in reporting and compliance requirements to support hospital accreditation, including maintaining relevant records.
- Liaise with NSW Police and NSW Fire Brigade with respect to Security related issues as appropriate.
- As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.

KEY CHALLENGES

- Promote a collaborative and disciplined team orientated environment aimed at delivering excellence in security service delivery in a cost effective and responsive service.
- Take a leading role in the day to day Security Services at a facility level, including effective rostering of staff within specified budgets including annual leave planning and monitoring of excessive leave.
- Provide a security systems advisory service to facilities and services having regard for aging infrastructure and the complex array of clinical services.

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KEY RELATIONSHIPS	
Who	Why
Management	To report on day to day tasks and any issues.
External Services; Ministry of Health, NSW Police, NSW Fire Brigade	To report on day to day tasks and any issues.
Contractors and Colleagues	To report on day to day tasks and any issues.

SELECTION CRITERIA

1. Consistently demonstrates behaviours that reinforce the CORE Values of our organisation; Collaboration, Openness, Respect and Empowerment. Demonstrates these behaviours with all stakeholders; colleagues, direct reports, as well as our patients and consumers, and those that care for them.
2. Extensive experience in a supervisory capacity within security services or related field, preferably with knowledge of security systems and security risk management issues.
3. NSW Security Licence Class 1A, NSW Drivers Licence.
4. Experience in communicating appropriately and effectively in a wide range of complex situations as well as providing services with a strong, responsive customer service focus.
5. Experience in using the Microsoft Office suite of applications, CCTV and access control system software.
6. Demonstrated ability to manage human resources and industrial issues.
7. Demonstrate high-level communication and interpersonal skills including concise report writing skills.
8. Demonstrate ability to provide leadership and effectively manage a competing workload and an ability to prioritise tasks to meet deadlines.

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NSLHD - Security Manager M/L 410 732 079



Job Demands for: NSLHD - Security Manager M/L 410 732 079

Physical Demands	
<p>Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials</p> <p>Frequent</p>	<p>Sitting - remaining in a seated position to perform tasks</p> <p>Frequent</p>
<p>Standing - remaining standing without moving about to perform tasks</p> <p>Occasional</p>	<p>Walking - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Occasional</p>
<p>Running - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Not Applicable</p>	<p>Bend/Lean Forward from Waist - forward bending from the waist to perform tasks</p> <p>Occasional</p>
<p>Trunk Twisting - turning from the waist while sitting or standing to perform tasks</p> <p>Infrequent</p>	<p>Kneeling - remaining in a kneeling posture to perform tasks</p> <p>Infrequent</p>
<p>Squatting/Crouching - adopting a squatting or crouching posture to perform tasks</p> <p>Infrequent</p>	<p>Leg/Foot Movement - use of leg and/or foot to operate machinery</p> <p>Not Applicable</p>



POSITION DESCRIPTION

**NSLHD - Security Manager M/L 410 732
079**

<p>Climbing (stairs/ladders) - ascend/descend stairs, ladders, steps</p> <p>Occasional</p>	<p>Lifting/Carrying - light lifting and carrying (0 to 9 kg)</p> <p>Infrequent</p>
<p>Lifting/Carrying - moderate lifting and carrying (10 to 15 kg)</p> <p>Infrequent</p>	<p>Lifting/Carrying - heavy lifting and carrying (16kg and above)</p> <p>Not Applicable</p>
<p>Reaching - arms fully extended forward or raised above shoulder</p> <p>Infrequent</p>	<p>Pushing/Pulling/Restraining - using force to hold/restrain or move objects toward or away from the body</p> <p>Occasional</p>
<p>Head/Neck Postures - holding head in a position other than neutral (facing forward)</p> <p>Not Applicable</p>	<p>Hand and Arm Movements - repetitive movements of hands and arms</p> <p>Infrequent</p>
<p>Grasping/Fine Manipulation - gripping, holding, clasping with fingers or hands</p> <p>Not Applicable</p>	<p>Work at Heights - using ladders, footstools, scaffolding, or other objects to perform work</p> <p>Not Applicable</p>
<p>Driving - Operating any motor powered vehicle</p> <p>Infrequent</p>	

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**NSLHD - Security Manager M/L 410 732
079**

Sensory Demands	
<p>Sight - use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)</p> <p>Frequent</p>	<p>Hearing - use of hearing is an integral part of work performance (e.g. Telephone enquiries)</p> <p>Frequent</p>
<p>Smell - use of smell is an integral part of work performance (e.g. working with chemicals)</p> <p>Infrequent</p>	<p>Taste - use of taste is an integral part of work performance (e.g. food preparation)</p> <p>Not Applicable</p>
<p>Touch - use of touch is an integral part of work performance</p> <p>Infrequent</p>	

Psychosocial Demands	
<p>Distressed People - e.g. emergency or grief situations</p> <p>Infrequent</p>	<p>Aggressive and Uncooperative People - e.g. drug/alcohol, dementia, mental illness</p> <p>Occasional</p>
<p>Unpredictable People - e.g. dementia, mental illness, head injuries</p> <p>Occasional</p>	<p>Restraining - involvement in physical containment of patients/clients</p> <p>Occasional</p>

POSITION DESCRIPTION

**NSLHD - Security Manager M/L 410 732
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<p>Exposure to Distressing Situations - e.g. child abuse, viewing dead/mutilated bodies</p> <p>Not Applicable</p>	
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<p align="center">Environmental Demands</p>	
<p>Dust - exposure to atmospheric dust</p> <p>Not Applicable</p>	<p>Gases - working with explosive or flammable gases requiring precautionary measures</p> <p>Not Applicable</p>
<p>Fumes - exposure to noxious or toxic fumes</p> <p>Not Applicable</p>	<p>Liquids - working with corrosive, toxic or poisonous liquids or chemicals requiring PPE</p> <p>Not Applicable</p>
<p>Hazardous Substances - e.g. dry chemicals, glues</p> <p>Not Applicable</p>	<p>Noise - environmental/background noise necessitates people raise their voice to be heard</p> <p>Not Applicable</p>
<p>Inadequate Lighting - risk of trips, falls or eyestrain</p> <p>Infrequent</p>	<p>Sunlight - risk of sunburn exists from spending more than 10 minutes per day in sunlight</p> <p>Infrequent</p>
<p>Extreme Temperatures - environmental temperatures are less than 15°C or more than 35°C</p> <p>Not Applicable</p>	<p>Confined Spaces - areas where only one egress (escape route) exists</p> <p>Not Applicable</p>



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Northern Sydney
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<p>Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground</p> <p>Infrequent</p>	<p>Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls</p> <p>Infrequent</p>
<p>Working At Heights - ladders/stepladders/scaffolding are required to perform tasks</p> <p>Not Applicable</p>	<p>Biological Hazards - exposure to body fluids, bacteria, infectious diseases</p> <p>Infrequent</p>

