POSITION DESCRIPTION TEMPLATE

POSITION TITLE	Security Manager
STAFFLINK POSITION NO.	
COST CENTRE	
CLASSIFICATION	
AWARD	Health Managers (State) Award
REGISTRATION/LICENCE REQUIREMENTS	Security Licence Class 2A NSW Drivers Licence Senior First Aid
VACCINATION CATEGORY	Category B
PRE-EMPLOYMENT SCREENING CHECKS	Working With Children and National Criminal Record Check
RESPONSIBLE TO	Director Corporate Services
RESPONSIBLE FOR	List the direct reports of this position
PRIMARY PURPOSE OF THE ROLE	The Security Manager is responsible for ensuring safe systems and processes are implemented to protect assets and the security of staff, patients and visitors on the Royal North Hospital Campus. The role ensures operational issues are effectively managed in line with NSW Protecting People and Property Policy, service plans and allocated budget. The Security Manager supervises and provides direction to security staff, and liaises with other emergency services to coordinate risk management planning and legislative compliance. The role manages external security contractors ensuring security services are delivered in compliance with the NSW Security Industry Act and Security Regulations
KEY ACCOUNTABILITIES *(Maximum of 8)*	Provide leadership, direction and management of staff including training and development needs to achieve allocated accountabilities within specified timeframes, standards and legislative requirements to maintain effective daily security operations
	Manage rosters within allocated budgets including reviewing and monitoring staffing establishment, labour hours, and planning and organising roster changes, review and approval of day-to-day work schedule changes, timesheets and annual leave requests for staff
	Maintain effective relationships and communication with key external stakeholders including the NSLHD Security Manager and other emergency responders to ensure RNSH meets its legislative obligations, and represent RNSH Security Services in meetings with MoH, NSLHD and external agencies as required
	Develop, implement, maintain, monitor and review safety and security policies, procedures and risk registers and ensure compliance
	Demonstrate ability to define mitigation strategies and implement effective response controls including quality, consistency and operability of

	new and existing controls including facilitating audits and reports on security systems, access control and keying systems
	Drive the development of the security management plan and strategy aligned to the Corporate Risk Management framework including provision of high level reports to RNSH Management and District Security as required
	Communicate expectations and obligations through the Executive, and monitor and report on performance to improve the organisation's security profile
	Manage Security Risk management processes including conducting risk assessments and reviews including manage and implement the Disaster Management plan and work closely with the District Counter Disaster Unit
KEY CHALLENGES *(Maximum of 3)*	Ability to build trust and develop strong cross-functional relationships across the organisation and with external stakeholders to achieve common goals
	Working in a challenging environment of consistently competing priorities and managing these to enable completion of strategic outcomes in line with key milestones while delivering day to day tasks in the required timeframes.
	Drive a greater understanding and appreciation of security and risk management including the implications of failure to respond appropriately to threats as they emerge

KEY INTERNAL RELATIONSHIPS *(Maximum of 3)*	WHO	WHY
	Executive Corporate Services	Provide expert advice to contribute to decision making and mitigation strategies
		Escalate issues, advise and receive instructions/direction
	Executive	Provide expert advice and support to address complex security and risk needs and issues
	NSLHD Security Manager	Receive advise and reports on district wide security services

KEY EXTERNAL RELATIONSHIPS *(Maximum of 2)*	WHO	WHY
	Vendors/Service Providers and Consultants	Communicate needs and resolve issues
		Engage with vendors, service providers and consultants

SELECTION CRITERIA *(Minimum of 3 maximum of 8)*	
	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.
	Proven ability to manage incidents, including communicating with external contractors, impacted parties and coordinating remediation activities.
	Demonstrated experience working with minimal supervision to lead, develop and motivate a high performing team to work productively and collaboratively to achieve business requirements, corporate objectives and stakeholder expectations.
	High level communication skills including preparing briefing papers, status reports, dashboards and performance reporting together with a well-developed ability to engage, collaborate, negotiate and influence, and maintain trusted, respectful relationships with internal and external stakeholders.
	High level ability to build and maintain effective relationships with key internal and external stakeholders to gain/maintain specialist and business knowledge and to facilitate scoping and setting of business priorities.
	Demonstrated ability to review and propose business improvements and contribute to the development, facilitation, coordination and communication of initiatives and strategies to ensure organisational consistency and adoption of best practice.
	Well - developed skills to investigate problems, analyse options and provide recommendations for new and existing services, new initiatives, strategies and products to improve compliance, effectiveness and to address risks

JOB DEMANDS CHECKLIST

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment. Identification of possible risk can also assist with the development of a training plan for the occupant to ensure the risks are minimised.

Each position should be assessed at the site as to the incumbent's (or future incumbent's) OHS responsibilities specific to the position. This form is to be completed in consultation with the manager/supervisor of the position being recruited for.

Infrequent:	intermittent activity exists for a short time on a very infrequent basis
Occasional:	activity exists up to 1/3 of the time when performing the job
Frequent:	activity exists between 1/3 and 2/3 of the time when performing the job
Constant:	activity exists for more than 2/3 or the time when performing the job
Repetitive:	activity involved repetitive movements
Not Applicable:	activity is not required to perform the job

Physical Demands	Frequency
Sitting - remaining in a seated position to perform tasks	Frequent
Standing - remaining standing without moving about to perform tasks	Occasional
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Occasional
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Not applicable
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	Infrequent
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling - remaining in a kneeling posture to perform tasks	Infrequent
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	Infrequent
Leg / Foot Movement - Use of leg and / or foot to operate machinery	Not applicable
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	Occasional
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	Infrequent
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	Infrequent
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	Infrequent
Reaching - Arms fully extended forward or raised above shoulder	Infrequent
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	Occasional
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	Infrequent
Hand & Arm Movements - Repetitive movements of hands and arms	Infrequent
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	Infrequent
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	Not applicable
Driving - Operating any motor powered vehicle	Infrequent

Sensory Demands	Frequency
Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	Frequent
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Occasional
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	Infrequent
Taste - Use of taste is an integral part of work performance e.g. Food preparation	Not applicable
Touch - Use of touch is an integral part of work performance	Infrequent
Psychosocial Demands	**Frequency**
Distressed People - e.g. Emergency or grief situations	Occasional
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness	Occasional
Unpredictable People – eg dementia, mental illness, head injuries	Occasional
Restraining - involvement in physical containment of patients / clients	Occasional
Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies	Occasional
Environmental Demands	**Frequency**
Dust - Exposure to atmospheric dust	Not applicable
Gases - Working with explosive or flammable gases requiring precautionary measures	Not applicable
Fumes - Exposure to noxious or toxic fumes	Not applicable
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Not applicable
Hazardous substances - e.g. Dry chemicals, glues	Not applicable
Noise - Environmental / background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting - Risk of trips, falls or eyestrain	Infrequent
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C	Infrequent
Confined Spaces - areas where only one egress (escape route) exists	Not applicable
Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks	Not applicable
Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases	Infrequent