

Position Description – *Campus Safety and Security Supervisor*

Updated 18/09/2024

POSITION DETAILS	
Portfolio	Corporate Services
Organisational Unit	Property, Facilities and Development
Supervisor (Title)	Campus Safety & Security Manager
Classification	Higher Education Officer Level 6
Employment Type	Continuing, Full Time

POSITION SUMMARY
<p>The Property, Facilities and Development Division provide a wide range of services to the University community, including a team responsible for overseeing safety and security across our metropolitan campuses.</p> <p>The role of Campus Safety & Security Supervisor will receive general to broad direction and will be responsible for prioritising work plans to ensure safe and secure campuses. The incumbent will be expected to operate within a framework of established policies, procedures and work systems. Both specific and broad outcomes are reviewed. This position may require working outside of normal hours, participating in a rostered on-call arrangement, or serving as an Emergency Control Coordinator for the University. Initially, the position will be based at the city campus in the Festival Tower, but may be required to work from other metropolitan locations as needed.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred; contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor; promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; perform their responsibilities in a manner which reflects and responds to continuous improvement; and familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>In addition, it is a requirement of this position that the incumbent maintain a current Working With Children Check which is satisfactory to the University in accordance with the Child Safety (Prohibited Persons) Act 2016 (SA).</i></p> <p><i>A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p>

KEY POSITION RESPONSIBILITIES

The Campus Safety and Security Supervisor is accountable for:

1. Overseeing and supervising the daily operations of security staff and contracted staff, ensuring all security protocols and procedures are followed.
2. Providing training and support to security staff, ensuring they are equipped with the necessary skills and knowledge to perform their duties effectively.
3. Initiating and undertaking regular safety audits and risk assessments, identifying potential security vulnerabilities and implementing corrective actions in collaboration with the Safety & Security Manager.
4. Enforcing and ensuring proper functionality of all university security protocols, including card access, CCTV, key control, patrols, and surveillance are strictly followed by the security team including external service providers.
5. Assisting in the development and implementation of security policies and procedures and work instructions, ensuring compliance with university regulations and industry standards.
6. Participating and collaborating in the development, maintenance and continuous improvement across all security functions, protocols, procedures, guidelines and emergency response to ensure information, training and instruction is relevant, effective and appropriate for Flinders University sites and emergency personnel;
7. Monitoring and reporting on safety and security incidents, maintaining accurate records including logs of patrols, incident responses and providing regular updates to university management.
8. In the absence of the Safety and Security Manager acting as the primary point of contact between security personnel and university management, facilitating effective escalation, communication and collaboration.
9. When scheduled, operating in the role of Emergency Control Coordinator to provide leadership and educated decision making in managing the initial and ongoing response to an emergency in accordance with the relevant emergency management framework.
10. Establishing and maintaining strong working relationships with university internal stakeholders, external security groups and stakeholders, emergency services and law enforcement agencies.
11. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Certificate in Policing or extensive experience in supervising security teams;
- Demonstrated extensive experience in supervising security operations in a complex organisation and resolving problems with practical and economical solutions.
- Demonstrated experience in providing a well-developed level of customer service including managing the rostering, performance, development and motivation of staff;
- Demonstrated experience in the operation of incident control planning and the development and implementation of associated procedures, and the ability to provide sound, timely and practical advice;
- Well-developed written and interpersonal communication skills, including negotiation and conflict resolution skills, as well as experience in writing reports and correspondence for complex and sensitive issues;
- Demonstrated ability to work both independently or as part of a team, and exercise initiative and independent judgement within broad guidelines to resolve problems, as well as prioritise and meet deadlines;
- General to broad experience in the use and management of access including key management, electronic systems and CCTV;

- A current senior First Aid Certificate, with a minimum HLTAID003;
- A Mental Health First Aid accredited MHFA Certificate.
- A Chief Fire Warden Certificate in accordance with the current Australian Standard
- A Current South Australian Security licence with full agent endorsement.

EMERGENCY