



North Metropolitan Health Service  
**Job Description Form**

HSS Registered March 2019

**Security Officer**  
**Health Salaried Officers Agreement: Level G4**  
**Position Number: 008084**  
**Area Security Services**  
**North Metropolitan Health Service**

**Reporting Relationships**

Manager Area Security  
 HSO Level G9  
 Position Number: 001070



Coordinator System Security  
 HSO Level G5  
 Position Number: 008069



**This Position**



← Also reporting to this supervisor:

- Security Officer 707709
- Property Officer 001071
- Clerk/Typist 003576

Directly reporting to this position:			Other positions under control
<b>Title</b>	<b>Classification</b>	<b>FTE</b>	•

**Prime Function / Key Responsibilities**

Patrols related to North Metropolitan Health Services sites, including car parks and buildings. Responds to suspicious activity or irregularities, calls for assistance and/or duress. Investigates incidents and security breaches and complies with any site specific security operational directives.

## **Brief Summary of Duties**

### **1. Operational Duties**

- 1.1 Responds to calls for assistance relating to violent, disorderly patients, visitors and staff, missing patients, and all emergency codes.
- 1.2 Patrols related healthcare sites, including car parks and buildings, to prevent and detect breaches of the law and hazards for patients, visitors and staff.
- 1.3 Complies with reasonable requests for assistance which maybe specific to any given site.
- 1.4 Conducts security related investigations, including the interviewing of complainants, witnesses and persons of interest, and prepares reports as required.
- 1.5 Conducts building perimeter lock up and unlock procedures as required.
- 1.6 Compiles data relating to security matters, and enters daily activity into the security incident database.
- 1.7 Identifies risks and makes recommendations to improve safety and security on site.
- 1.8 Liaises with site related healthcare personnel, Police, Ministry of Justice, and other Government agency staff, and provides security escorts as required.
- 1.9 Prepares documentation as evidence, and attends court as required.

### **2. NMHS Governance, Safety and Quality Requirements**

- 2.1 Participates in the maintenance of a safe work environment
- 2.2 Participates in an annual performance development review
- 2.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### **3. Undertakes other duties as directed.**

## **Work Related Requirements**

### **Essential Selection Criteria**

1. Demonstrated ability to work effectively and flexibly within a team environment and to work with minimum supervision.
2. Well-developed written and verbal communication and interpersonal skills.
3. Relevant experience in a security or related field.
4. Demonstrated conflict resolution skills, including the ability to control difficult situations.
5. Knowledge and understanding of investigative and security procedures.

### **Desirable Selection Criteria**

1. Knowledge of and/or experience in fire and safety procedures.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
3. Current "C" or "C.A." class drivers licence.

### **Appointment Prerequisites**

Appointment is subject to:

- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

## **Certification**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

### **Manager/Supervisor**

Name: Adrian Beard  
Signature/HE: 175829  
Date: 13 Feb 2019

### **Dept./Division Head**

Name: Adrian Beard  
Signature:  
Date:

### **Position Occupant**

Name:  
Signature:  
Date: