



HSS REGISTERED

Security Officer

Health Salaried Officers Agreement: HSO Level G4
Position Numbers: 115601-115602-115603
Security Services
Infrastructure, Facilities Management & Health Support Services
Corporate Operations Group / South Metropolitan Health Service

Reporting Relationships

Area Director Infrastructure, Facilities Management & HSS
 HSO Level 12
 113377



Area Security Manager
 HSU G-9
 113203



This Position



Directly reporting to this position:

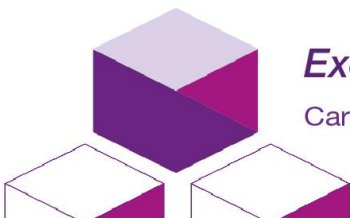
Title	Classification	FTE
• Nil		

← Also reporting to the Area Security Manager:

- Security Officer, HSU G-4
18 FTE
- Security Admin , HSU G-3
1 FTE

Key Responsibilities

Provides a security service for staff, patients, visitors, premises and property at South Metropolitan Health Service - Rockingham General Hospital.



Excellent health care, every time

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

Brief Summary of Duties (in order of importance)

- Ensures a safe and secure environment for staff, patients and visitors at Rockingham General Hospital.
- Actively participates in patrols the Emergency Department at RGH as documented in the operational ED procedures.
- Provide appropriate prompt response to phone calls, base radio, system alarms and/or screen-based digital images detected by surveillance cameras, with follow up action necessary including alerting relevant personnel in event of potentially serious incidents or emergencies.
- Assists with the restraining of patients when requested by medical and or nursing staff.
- Carries out active surveillance to prevent breaches of the law and or creation of hazards for patients, staff and visitors.
- Investigates incidents and prepares reports relating to breaches of site security.
- Maintains a daily log of incidents and duties undertaken in Sentry Security database
- Liaises and interacts with hospital personnel, police and other external agencies regarding security matters and to attend court if required.
- Liaises with Department of Corrective Services, government appointed contractors and other health services to facilitate prisoner movement whilst on site when required.
- Responds and acts to security matters in the event of duress alarms, intruder alarms, fire alarms, attempted break-ins, aggressive incidents and other emergency situations.
- Coordinates security and fire safety aspects of helicopter arrival and departure (where applicable).
- Issues parking infringements/warnings and liaises with Metropolitan Access and Parking Strategy (MAPS) when necessary and attend court if required.
- Provides after-hours access to departments as requested for authorised persons.
- Provides a security escort service for patients, staff and visitors as required.
- Monitor and operate CCTV cameras, Digital Video Monitoring (DVM), base radio, phones and alarm systems. To observe, track, record, download and provide information as and when necessary.
- Provides for the issuing of keys to various function/meeting venues throughout the hospital and allows applicants authority for swipe card access to site.
- Security and management of illicit Property and valuables outside of hours.

1. SMHS Governance, Safety and Quality Requirements

- 1.1 Participates in the maintenance of a safe work environment.
- 1.2 Participates in an annual performance development review.
- 1.3 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.
- 1.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 1.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 1.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

2. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Certificate II in Security Operations with demonstrated significant recent experience in security or related field which includes the conduct of security operations.
2. Demonstrated, verbal and non-verbal skills, including active listening, conflict resolution, empathy and de-escalation techniques in stressful situations
3. Demonstrated sound written communication skills including the ability to produce well-structured and comprehensive reports.
4. Demonstrated experience in the use of personal computer software applications, including word processing.
5. Demonstrated ability to work with a minimum of supervision, within a team environment.
6. Demonstrated experience in dealing with people from a culturally diverse background including people with disabilities.

Desirable Selection Criteria

1. Current Senior First Aid Certificate.
2. Knowledge of legal procedures relevant to the security service being provided.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
4. Current "C" or ".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.
- Provision of the minimum identity proofing requirements.
- 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.

Gary Schipper		He109796	16 Aug 2019
Manager / Supervisor Name	Signature or	HE Number	Date
Mark Stokoe		He70377	16 Aug 2019
Dept. / Division Head Name	Signature or	HE Number	Date

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name	Signature or	HE Number	Date
Effective Date			

HSS Registration Details (to be completed by HSS)

Created on	Last Updated on	December 2019
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