



North Metropolitan Health Service
Job Description Form

HSS REGISTERED

Security Team Leader

Health Salaried Officers Agreement: HSO Level G-6

Position Number: 008429

**Security Department - QEII - Procurement, Infrastructure and Contract Management
 North Metropolitan Health Service**

Reporting Relationships

Area Manager Security
 HSO Level: G-9
 Position Number: CG001070



Security Operations Manager
 HSO Level: G-8
 Position Number: CG008345



This Position



Also reporting to this supervisor:

- Security Team Leader (MH, KEMH, OPH), HSO G-X, 1.0 FTE
- Security Systems Officer, HSO G-X, 1.0 FTE
- Surveillance and Access Team Leader, HSO G-X, 1.0 FTE

Directly reporting to this position:

Title	Classification	FTE
Security Officers	HSO G-4	35

Other positions under control

- Nil

Prime Function / Key Responsibilities

Coordinates and manages operational security services at identified North Metropolitan Health Service (NMHS) sites in line with relevant legislation, policy, procedures and directions. Provides leadership to Security Officers, acting as a positive role model for Security Officers, in alignment with organisational values and behaviours.

Brief Summary of Duties

1. Leadership and Management

- 1.1 Coordinates and manages the human and physical resources of Security Services at identified NMHS sites, ensuring the provision of effective, efficient timely security services with consideration for financial factors.
- 1.2 Provides direct line management supervision to Security Officers, ensuring all daily service operations are completed and reported on effectively and appropriately.
- 1.3 Undertakes the engagement of and directs, coordinates and supervises external contractors.
- 1.4 Provides a consultancy and advisory service on security related issues to NMHS managers/supervisors and liaises with a range of external organisations engaged to provide security services to the hospital.
- 1.5 Provides a liaison service on security related issues to External Authorities, including WA Police, Department of Fire and Emergency Services, ensuring cooperative arrangements in operations are optimised.
- 1.6 Applies leadership and security risk management principles, policies and procedures to ensure the safety of patients, visitors and staff.
- 1.7 Analyses security related incidents and prepares reports as required.
- 1.8 Undertakes inspections and review of building facilities and services relating to the adequacy of security and prepares reports with recommendations on any improvements/enhancements that can be made.
- 1.9 Plans, coordinates and implements the daily activities of security staff including the rostering and allocation of staff.
- 1.10 In conjunction with the Security Operations Manager, develops, implements and reviews security guidelines and procedures.
- 1.11 Implements security policies and protocols; undertakes ongoing assessment relating to changes.
- 1.12 Coordinates the training and scheduling of mandatory training for security staff.
- 1.13 Undertakes or assists in the investigation of complex operational problems and prepares reports with recommendations on remedial actions.
- 1.14 Undertakes Security, Occupational Safety and Health (OSH) and Human Resource (HR) related investigations and audits, as required.
- 1.15 Oversees NMHS Security Department and Security Officer equipment, including appropriate storage, registering and procedures for security defence equipment.
- 1.16 Provides input into the security incident reporting system; assists Security Officers in reporting incidents, ensuring appropriate review, correction and integrity of data.
- 1.17 Participates in and/ or coordinates recruitment processes, as required.
- 1.18 Participates in after-hours Security on-call service rosters, as required.

2. NMHS Governance, Safety and Quality Requirements

- 2.1 Ensures, as far as practicable, the provision of a safe work environment in consultation with staff under their supervision
- 2.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 2.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align 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 leadership and supervisory skills, with experience in the management and coordination of operational teams in complex and challenging environments.
2. User level knowledge of access control systems, alarms systems and CCTV systems.
3. Highly-developed interpersonal, written and verbal communication skills, with the proven ability to liaise effectively with people at all levels.
4. Demonstrated analytical, problem solving, planning and organisational skills.
5. Excellent conflict resolution and management skills, including the ability to manage difficult and aggressive situations.
6. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.
7. Current "C" or "C.A." class drivers licence.

Desirable Selection Criteria

1. Previous Security, Defence or Police Force experience.
2. Previous relevant security experience within a hospital or health care environment.
3. Knowledge of legal procedures relevant to the security service being provided.

Appointment Prerequisites

Appointment is subject to:

- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Current "C" or "C.A." class drivers licence.
- 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:

Dept./Division Head

Name:
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date: