

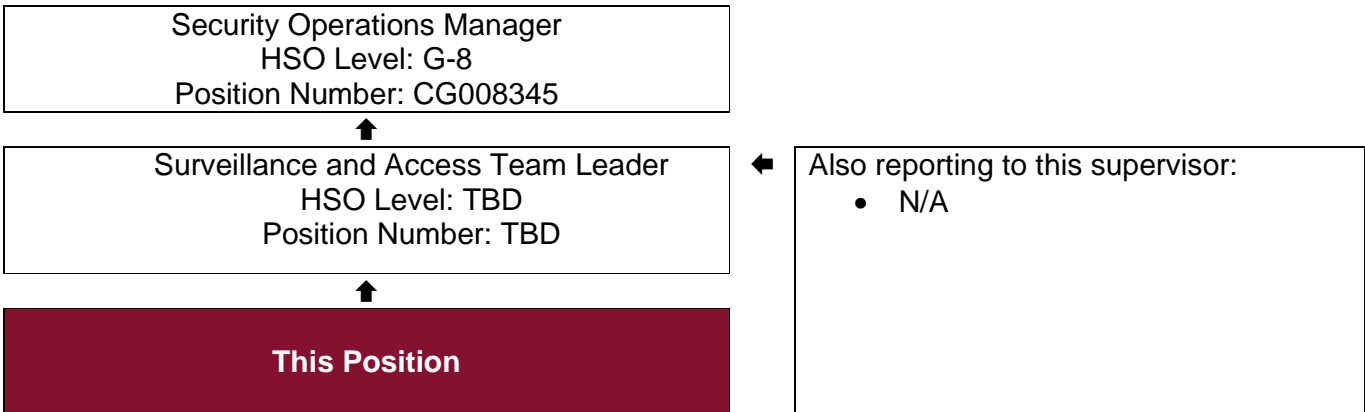


North Metropolitan Health Service  
**Job Description Form**

HSS REGISTERED

**Surveillance and Access Officer**  
**Health Salaried Officers Agreement: HSO Level G-3**  
**Position Number: 008432**  
**Security Department - Procurement, Infrastructure and Contract Management**  
**North Metropolitan Health Service**

**Reporting Relationships**



Directly reporting to this position:			Other positions under control
<b>Title</b>	<b>Classification</b>	<b>FTE</b>	<ul style="list-style-type: none"> <li>Nil</li> </ul>
<ul style="list-style-type: none"> <li>Nil</li> </ul>			

**Prime Function / Key Responsibilities**

Provides surveillance and access control for the North Metropolitan Health Service (NMHS) through the administration and monitoring of Closed Circuit Television (CCTV), access control and alarm systems.

Downloads and compiles CCTV footage for internal and external stakeholders as directed. Provides instructions to stakeholders regarding applicable access control user levels; develops, prints and distributes access control cards to NMHS staff and other stakeholders as required.

### Brief Summary of Duties

#### 1. Duties

- 1.1. Provides surveillance and access control for NMHS through the administration and monitoring of CCTV, access control and alarm systems.
- 1.2. Coordinates alarm response to assist on the ground Security Officers and/or other agencies.
- 1.3. Undertakes CCTV downloads and compilation as required by internal and external stakeholders.
- 1.4. Compiles relevant electronic security and incident reports, on the corporate reporting system, Sentry.
- 1.5. Contributes to the effective day-to-day operation of NMHS security, access control and alarm monitoring systems; undertakes periodic testing and fault reporting as required.
- 1.6. Provides instructions to stakeholders regarding applicable access control user levels as determined by the Security Systems Administrator; develops, prints and distributes access control cards to NMHS staff and other stakeholders as required.
- 1.7. Liaises with external authorities including WA Police and the Department of Fire and Emergency Services to provide relevant technical advice in relation to issues including CCTV data use for evidentiary purposes.
- 1.8. Extracts and compiles security related data reports at the direction of the Surveillance and Access Team Leader.
- 1.9. Coordinates Security Officer leave relief rosters, organising appropriate shift cover as required.
- 1.10. Applies continuous quality improvement principles in systematically evaluating and meeting customer needs.
- 1.11. Undertakes activities in accordance with relevant legislation, including the *Privacy Act 1988*.

#### 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. Completes mandatory training (including safety and quality training) as relevant to role.
- 2.4. Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.5. 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 knowledge of security systems, including CCTV, access control and alarm monitoring.
2. Knowledge of the *Privacy Act 1988* and relevant implications for CCTV surveillance, with proven ability to maintain confidentiality in relaying information.
3. Demonstrated ability to understand and adapt to emerging computer systems and technology.
4. Experience in CCTV control centres, or similar operational control centres.
5. Well-developed analytical, problem solving and organisational skills.
6. Highly developed interpersonal, verbal and written communication skills.

### Desirable Selection Criteria

1. Certificate II, or higher, in Security Operations - Control Room Operator.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### 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:

### Dept./Division Head

Name:  
Signature/HE:  
Date:

### Position Occupant

Name:  
Signature/HE:  
Date: