



HSS Registered

Area Security Manager
Health Salaried Officers Agreement: G-9
Position Number: 602772
Security Services / Corporate & Contract Management

Reporting Relationships

Chief Executive
Award Level: HES Corporate Grade
Position Number: 602766



Executive Director Corporate Services & Contract Management
Award Level: HES Grade B - Corporate
Position Number: 602767



This Position



Directly reporting to this position:

Title	Classification	FTE
• Security Supervisor (AHS/BHS)	HSO; G-6	1.00
• Security Supervisor (RPH)	HSO; G-6	1.00
• Car parking Coordinator	HSO; G-3	1.00
• Surgical Appliance & Trust Officer	HSO; G-3	1.00
• Quality & Training Officer	HSO; G-6	1.00

Also reporting to this supervisor:

- Area Director Data and Digital Innovation, HES Grade A - Corporate 1.00FTE
- Area Director Health Technology Management Unit; HSO G13, 1.00FTE
- Director Procurement and Contract Management, HSO G12, 1.00FTE
- Area Manager Clinical Coding, HSO G8, 1.00 FTE
- Manager Business Operations, HSO G10, 1.00FTE
- Manager General Services; HSO G-9; 1.00FTE
- Executive Assistant; HSO G-4; 1.00FTE

Key Responsibilities

To manage the provision of an efficient and effective security service across the East Metropolitan Health Service (EMHS). Provides leadership and manages the overall human, financial and physical resources of the Area security services to ensure services are delivered in an effective, efficient and timely manner and accordance with individual site requirements.

Brief Summary of Duties (in order of importance)

1. Leadership & Management

- 1.1 Provides leadership and manages the overall human, financial and physical resources of the Area security services to ensure services are delivered in an effective, efficient and timely manner and accordance with individual site requirements.
- 1.2 Has strategic oversight of all operational security matters across EMHS in relation to policy development, resource sharing, corporate governance and Officer training.
- 1.3 Oversees the engagement of external consultants/contractors as appropriate to ensure the efficient ongoing delivery of security services across the Health Service. Ensures consistency in security staff recruitment and selection processes with particular focus on compliance with code of conduct requirements.
- 1.4 Develops and implements an agreed mandatory education program for Security Officers across EMHS, monitors effectiveness of program and modifies as required in order to continuously improve the quality of services provided or to meet changing service requirements.
- 1.5 Develops and coordinates with the delivery of the physical training programs required to allow Security Officers to discharge their duties in a safe and effective manner.
- 1.6 Provides a consultancy and advisory service on security related issues to on site managers/supervisors and liaises with a range of external organisations engaged to provide security related services to EMHS sites.
- 1.7 Continuously reviews the existing models of service delivery across the Health Service and provides recommendations as to the optimum models of security service delivery for each Health Service site.
- 1.8 Undertakes inspections and reviews of facilities and services relating to the adequacy of security arrangements and prepares reports with recommendations on any improvements/enhancements that can be made.
- 1.9 Undertakes, or assists external agencies, in the investigation of complex and/or sensitive issues and reports findings to relevant stakeholders, with recommendations on remedial actions where appropriate.
- 1.10 Foster and maintain a culture of professionalism, customer focus and innovation. Researches and maintains knowledge of current security trends and issues affecting the services provided
- 1.11 Represents this position at various committees and meetings.

2. EMHS Governance, Safety and Quality Requirements

- 2.1 Ensures, as far as practicable, the provision of a safe working 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, East 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. Experience in security management within a large multifunctional facility.
2. Excellent interpersonal, verbal and written communications skills including the ability to liaise effectively with staff at all levels.
3. Advanced ability to conduct formal investigations.
4. Demonstrated conceptual, analytical and problem solving skills.
5. Developed leadership and management abilities commensurate with the role.
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.

Desirable Selection Criteria

1. Previous relevant security experience within a hospital / healthcare environment.
2. Knowledge of legal procedures relevant to the security services being provided.
3. The ability to manage the provision and allocation of human, financial, physical and technological resources to address strategic and operational needs and agreed outcomes.

Appointment Prerequisites

Appointment is subject to:

- 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	Signature or	HE Number	Date
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Dept. / Division Head Name	Signature or	HE Number	Date
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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	29 September 2021
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