



Coordinator Security and Electronic Support

Security and Emergency Management

Position number	00038372
Agreement	Public Sector CSA General Agreement 2019 (or as replaced)
Classification	Level 4
Reports to	Manager, Security and Emergency Management (Level 7)
Direct reports	Nil

Context

The Infrastructure Division has responsibility for the planning and provision of facilities (land, buildings and equipment), which includes land planning, student enrolment forecasting and facilities planning, strategic asset management, capital works programs, maintenance and minor works programs and provision of facilities related services.

The Asset Planning and Services Directorate is responsible for development of strategic asset plans, policies and processes within an asset planning framework, long term land planning for schools and the management of the Department's land estate. The Directorate also provides services to schools on security and emergency management, environmental services, water management, statistical and demographic planning services, and property management.

The Security and Emergency Services Branch is part of the Asset Planning and Services Directorate.

Visit education.wa.edu.au to find out more information about the Department.

Key responsibilities

Specialist Services

- Provide technical specifications, policy and general advice to schools and other stakeholders in the design, selection and installation of security monitoring systems.
- Liaise with Department of Education (DoE) Security Monitoring Centre, ICT and schools to ensure school and departmental technologies and systems are compatible.
- Monitor and analyse electronic security issues and reports on unusual alarm activity, or

- system risks and provide advice to key stakeholders.
- Review intruder alarm and CCTV faults, assess risks and determine appropriate actions based on the Department's prioritisation framework.
- Prepare work orders for repairs, and liaise with maintenance contractors on technical aspects or works required.
- Liaise with Department of Finance's Building Management and Works (BMW) in the review and selection of appropriate vendors and contractors.
- Review supplier and contractor performance, approve payments for completed works and provide advice to BMW as part of contractor evaluation.
- Coordinate security patrols, maintain essential contract performance information, and prepare invoices for payment. Where required, direct the Security Patrol contractor to undertake specific inspections.
- Manage and administer the Department's patrol fleet ensuring servicing, repairs and necessary checks are completed.
- Maintain a register of Department Master Keys for all public schools and other sites, and authorise the cutting of new Department Master Keys.
- Support the Manager, Security and Emergency Management in assessing risk and developing appropriate strategies in response to actual or developing emergency threats. Provide clear advice to schools and stakeholders on strategies and actions.

Customer and Stakeholder Management and Liaison

- Contribute to the development and maintenance of a strong working relationship with principals and managers across the Department.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Ensure relevant information relating to security, monitoring and emergency practices are maintained on DoE intranet.
- Provide support to Security and Emergency Management as required and undertake research that contributes to the development of reports, briefings and Parliamentary and Ministerial responses.
- Establish and maintain collaborative working relationships and effective communication networks with internal and external stakeholders.
- Represent the Branch, as required, on committees and working parties.

Branch Support

- Contribute to the Directorate achieving its goals and outputs.
- Participate in performance management activities to ensure development meets personal goals and business needs.
- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and goals and facilitates accomplishment of designated roles and deliverables.
- Contribute to change management projects relevant to the Branch.

Selection criteria

1. Demonstrated practical experience in technical and electronic security management, and the provision of security and emergency services.
2. Demonstrated initiative and sound organisational and time management skills.
3. Demonstrated sound ability to achieve outcomes and deliver quality products and services consistent with organisational needs and defined quality expectations.
4. Demonstrated sound interpersonal and verbal communication skills and experience in consultation, collaboration, negotiation and building effective relationships with key internal and external stakeholders on technical and commercial contracting matters.
5. Demonstrated sound written communication skills, including experience in contributing to reports and briefing papers.

6. Demonstrated sound analytical and conceptual skills to provide innovative solutions to complex problems.
7. Exemplifies personal integrity and self-awareness, acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

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

ENDORSED

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