

Position Description

Position Title	Administrator, Physical Security & Personal Safety
Department	Facilities and Services
Reports to	<p>Director, Property & Facilities</p> <p>Dotted reporting line to Facilities Administrator</p>
Key Reports	Nil
Overview	<p>The position of Administrator, Physical Security and Personal Safety administers the provision of physical security service capability, people protection, property, traffic management and on-site parking facilities at the Indooroopilly site. Responsible for coordinating initial on-site emergency response to counter physical threats and vulnerabilities and undertaking operational implementation and execution of approved counter measures.</p> <p>Reporting to the Director of Property and Facilities, the Administrator, Physical Security and Personal Safety is a professional and technical role in a broad team responsible for stewardship of the College’s built assets, gardens, grounds and facilities. The role has high community visibility and interactivity with all stakeholders across the College, working closely with other management teams to deliver services in support of the College’s Strategic Intent.</p> <p>This is a broad role for an experienced professional that wants to contribute to the success of St Peter's Lutheran College through providing a focus on:</p> <ul style="list-style-type: none"> - Physical Security and Life Safety - Buildings and Facilities Asset Vulnerability - Contractor and Vendor Management. <p>Working under the broad supervision of Director of Property and Facilities you will actively contribute to a positive workplace culture and ensure that you achieve highest standards of performance and integrity and foster genuine partnerships across all levels of stakeholders to deliver College outcomes.</p> <p>Key to the success of this role is:</p> <ul style="list-style-type: none"> - Building professional relationships with diverse internal stakeholders and wider community - Building professional relationships with key service providers and maintaining high standards of contract management - Excellent IT literacy, systems operation and report writing - Proactive and approachable communication style - Working independently and also as part of a team - Working effectively with existing policies and procedures and identifying and implementing improvements

<p>Key Accountabilities</p>	<p>Key focus area: Physical Security and Life Safety</p> <ul style="list-style-type: none"> • Collaborate with the Director, Property and Facilities to maintain and improve physical security and life safety strategies across the College, providing advice and support on all related matters. • Work to understand the Indooroopilly School Masterplan and develop effective relationships with stakeholders. Maintain and improve existing processes, and technology solutions to counter physical threats and vulnerabilities. • Maintain and improve existing policies, procedures, guidelines, standards for: <ul style="list-style-type: none"> - physical security, life safety, asset protection, security service requests and incident response - traffic management and on-site parking to safeguard student, staff and parent and guardian welfare, through pedestrian and vehicular access and support sustainability initiatives (including cycling). • Manage the day-to-day security systems and processes including contracted security staff, keys, locks, access control, CCTV, alarms, traffic management and on-site parking. • Act as the first point of contact for out-of-hours emergency and security matters and engagement with the Senior Leadership Team and local police, emergency services, and other regulatory bodies and external parties. • Manage all operational and technical aspects of security operations at the Indooroopilly School including incident management, service requests and investigations. • Maintain and improve the College physical security audit to measure compliance to physical security and life safety standards, policies, and procedures and provide feedback on the enterprise-wide effectiveness of these measures. • Collaborate with the Director, Property & Facilities regarding risk and stakeholder management strategies, process improvement and sustainable cost-effective measures that are fit for purpose. • Collaborate, as required, with the Health & Safety Advisor for all other College incident reporting and associated investigations and corrective actions. <p>Key focus area: Buildings & Facilities Asset Vulnerability</p> <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> • Maintain and improve operational solutions consistent with identified vulnerabilities and comply with legislative requirements and optimise secure operations of College Buildings and Facilities (except residences). • Participate in routine College inspections to ensure all life safety, surveillance, intruder alarms and access control systems are maintained
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	<p>appropriately in collaboration with the Facilities Administrator and Maintenance Team Leader.</p> <ul style="list-style-type: none"> • Responsible for all hardware College Surveillance Systems, Intruder Alarm Systems, Life Safety Systems and Access Control Systems. • Conduct regular risk assessments and site audits of College Buildings & Facilities to update vulnerability status and update counter measures accordingly. • Collaborate with the Director, Property & Facilities to define, scope and specify of all future life safety, surveillance, intruder alarms and access control systems installations as part of the College Masterplan projects. • Operationally accept all future life safety, surveillance, intruder alarms and access control systems installations on behalf of the College at project handover. • Collaborate with the Director, Property & Facilities to develop and monitor the implementation of the annual operating budget submission for Physical Security in line with College Policy. • Perform other duties as required and as directed by the Director, Property & Facilities. <p>Competent with Microsoft Office applications and familiar with proprietary facilities management applications and building management systems</p> <p>Key focus area: Contractor / Vendor Management</p> <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> • Provide day-to-day coordination and performance management of Physical Security Contractors and Vendors against agreed key performance indicators (KPI's). • Be responsible for contract management of Physical Security Contractors and Vendors. • Assist and support Facilities and Services department with the management of other third-party contractor induction processes and site access requirements. • Collaborate, as required, with the Workplace Health & Safety Advisor, as required. <p>Key focus area: All employees are responsible for contributing to the College's strategic and operational outcomes and upholding standards of behaviour</p> <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> • Respect and uphold our Mission of "Excellence in Christian Co-Education" and our Christian Ethos <ul style="list-style-type: none"> - Demonstrate respect and integration of Christian Ethos as appropriate to the position requirements and completes accreditation (Pathways) if and as required. - Demonstrate professional behaviours of trust, accountability, unconditional positive regard, open feedback and communication.
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	<ul style="list-style-type: none"> • Uphold Code of Conduct and Valuing Safe Communities standards. • Health and Safety: <ul style="list-style-type: none"> - take reasonable measures to protect their own health and safety and others - follow all reasonable Health and Safety policies, guidelines, and directions. - be accountability for operational management of safe work practices in their area. Includes making appropriate resources, information, and training available to their team members. • Understand and uphold standards in policies and other reasonable directions as directed. • Comply with any directions noted in the employment contract and/or Lutheran Schools Single Enterprise Agreement. • Actively and effectively participates in reasonable directions provided.
Committee Membership:	N/A
Selection Criteria:	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</i></p> <p>Experience and qualifications</p> <p>SC1: A relevant tertiary and/or professional qualification and substantial experience related to security and/or emergency management discipline or equivalent combination of relevant experience and education/training.</p> <p>Hold current certification / licence(s) in:</p> <ul style="list-style-type: none"> - Certificate 2 or 3 in Security Operations and Current Unarmed Security Officer Licence (Security Provider Licence Individual—Class 1) - Current Fire Warden training (or willing to obtain before commencement), and - Current First Aid Certificate and CPR Certification (or willing to obtain before commencement). <p>Knowledge, skills and capabilities</p> <p>SC2: Demonstrated specialised knowledge and experience in:</p> <ul style="list-style-type: none"> - the operational aspects of security security systems and traffic management and related strategy and policy development and implementation. - managing security response to complex and less routine emergency incidents involving emergency services, external parties, and senior management.

	<ul style="list-style-type: none"> - Security industry including but not limited to exposure to CCTV, access control and other electronic solutions across an organisation (multi-site organisation experience highly desirable but not essential). <p>Proven:</p> <ul style="list-style-type: none"> - Ability to use Microsoft Office applications and familiar with proprietary security systems (Inner Range 'Integriti' Highly Desired), and - Budget and financial management acumen (highly desirable). <p>SC3: Proven ability to identify opportunities and translate this into change plans and /or proposals for consultation and execution as it relates to security, security systems, traffic management, parking, and emergency management. Demonstrated commitment to collaborate, consult and align purposes of stakeholders to effectively manage expectations and achieve targeted outcomes.</p> <p>SC4: Demonstrated ability to undertake and manage complex investigations including sensitive and criminal matters so to produce clear and impartial reports on the findings (highly desirable).</p> <p>SC5: Proven ability to build and sustain enduring respectful relationships to enable the collaborative delivery of outcomes and achievement of goals and targets .</p> <p>SC6: Highly developed written and oral communication (including presentation), negotiation, interpersonal, and customer service skills including the ability to articulate technical issues across a diverse stakeholder group.</p> <p style="color: green;">All employees</p> <p>SC-E1 - Personal capabilities</p> <ul style="list-style-type: none"> • Demonstrated ability to exemplify care, dignity, and respect, delivered through high personal accountability for professional workplace conduct. • Demonstrated commitment to reach their own potential (Plus Ultra) and in manner that aligns with the College's strategic and operational objectives and values. <p>SC-E2 – Christian Ethos</p> <ul style="list-style-type: none"> • Understand, respect, and demonstrate support for the College's Christian ethos.
Terms and Conditions	Classification – School Officer (SOA) 5 to 6

	<p>Annual Salary – starting from SOA 5 Step 1 - \$73,081 (gross) less applicable taxation up to SOA 6 Step 5, \$96, 328 (gross) less applicable taxation, in accordance with the Enterprise Agreement.</p> <p>Tenure – Permanent Full time</p> <p>Full time, all year. While the primary hours of work predominantly fall within the College’s core business hours on weekdays, this position may require flexibility and availability to work or be rostered on call for early mornings, evenings and/or weekends (as required). Work outside of the ordinary span of hours may be managed through time in lieu or overtime arrangements.</p> <p>Terms and Conditions – Please refer to the <i>Queensland Lutheran Schools Single Enterprise Agreement 2020</i>.</p>
Location	<p>St Peters Lutheran College – Indooroopilly 66 Harts Road INDOORROOPILLY QLD 4068</p>

Professional Behaviours	<ul style="list-style-type: none"> • Applicants are expected to respect and uphold the College’s Mission of “Excellence in Christian Co-Education”, support the Christian ethos of St Peters Lutheran College and demonstrate courtesy, co-operation and teamwork with fellow members of staff. • Uphold Code of Conduct and Valuing Safe Communities standards • Actively and effectively participate in reasonable directions provided
Child Protection	<p>All employees of St Peters are required to familiarise themselves with and adhere to the College’s Child Protection Policy and Procedures, and complete annual Child Safety Training.</p>
Health and Safety	<ul style="list-style-type: none"> • All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions • Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members
Policies and Procedures	<p>Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College’s intranet, relevant legislation and directions within the employment contract and/or <i>Queensland Lutheran Schools Single Enterprise Agreement</i>, and take the responsibility to maintain currency with these.</p>
Compliance Requirements	<p>Current Blue Card and/or Queensland College of Teachers Registration.</p> <p>Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance.</p> <p>Timely completion of mandatory training requirements and training relevant to their role</p>

<p>Other relevant information</p>	<p>The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance.</p> <p>St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights.</p> <p>The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities.</p> <p>The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.</p>
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Further information about St Peters can be found at www.stpeters.qld.edu.au

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