



POSITION DESCRIPTION

Position Title:	Security Supervisor (SS) – St Lucia
Organisation Unit:	Property and Facilities Division
Position Number:	1119942
Type of Employment:	Continuing full-time
Classification:	SS01

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver **knowledge leadership for a better world**.

UQ ranks in the world's top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia's Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a \$1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.

UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of \$11billion+ (see <http://uniquet.com.au/our-track-record>).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

The Property & Facilities Division (P&F) is responsible for delivering comprehensive facilities management that support the University's teaching and research goals and its strategic objectives of Learning, Discovery and Engagement. To achieve this, and to further improve the environment in which members of the University community study, work and live, P&F provide a range of services. These include: UQ Sustainability, Energy and Transport systems, Construction and Engineering Services, Site Planning, Space and Property services, Asset Services (i.e. building maintenance, grounds and playing field maintenance, fire safety, security and parking), Campus Services (i.e. cleaning, furniture, logistics, UQ fleet, mail dispatch) and Business & Systems (business, administrative, HR, finance, and IT support).

UQ's environmental and sustainability initiatives have gained significant recognition. P&F manages the University's Environmental Management System, provides advice, and promotes best sustainability practices at UQ. The Sustainability website (www.uq.edu.au/sustainability) provides a single point for the University to communicate its initiatives and successes in embedding sustainability throughout its operations, learning, discovery and engagement. By browsing the site, the community has access to information on their sustainability study options, UQ's research in the area of sustainability, partnerships with community industry and government, and the University's carbon management strategy. You are encouraged you to visit the Sustainability website.

Further information about the Property and Facilities Division may be accessed on the Division's web site at www.pf.uq.edu.au.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - <http://www.uq.edu.au/current-staff/working-at-uq>

DUTY STATEMENT

Primary Purpose of Position

To provide and supervise resource services designed to ensure the protective security of all University buildings and ground, staff, students and visitors. In the absence of the Manager Security and Deputy Manager Security, assume the responsibility for all initial emergency responses and procedures.

Duties

Duties and responsibilities include but are not limited to:

- Supervise and coordinate the Security Officers on roster duty on all University sites and arrange duties of all Security Officers to meet priority requirements

- Supervise/attend all responses to alarms, medical emergencies, fire emergencies or other matters as they arise. Assuming position of operations controller until formal handover to higher authority
- Supervise or conduct initial investigations/interview into assaults, thefts, accidents, injuries, property damage, vandalism and any other incidents/events that occur or are brought to Security's attention during the shift.
- Complete the routine requirements as laid down for specific shifts
 - Supervise the programming, data input and operation of the CSMS
 - Ensure that full and accurate reports are produced by the end of each shift of all incidents and events that occurred during the shift
 - Brief fully the on-coming Supervisor
 - Bring to the immediate notice of the Manager Security or his delegate any matter or priority or emergency, or potential risks to life and property
 - Supervise out-of-hours traffic control duties at all University sites and during business hours control traffic at Gatton Campus
 - Develop, conduct and participate in the 'on-the-job' training of Security Officers and monitor their performance relative to the Security Section Operating Procedures. Conduct performance appraisals of security personnel as required
 - In the absence of the Manager Security and/or the Deputy Manager Security, assume the day to day control of the Security Section
 - Perform other duties from time to time as directed by the Manager Security and/or the Deputy Manager Security

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Reporting Relationships

The Security Supervisor reports primarily to the Manager Security, and to the Deputy Manager Security on daily administrative operational matters.

SELECTION CRITERIA

Essential

- Completion of a degree or completion of an associate diploma and at least 2 years subsequent relevant work experience; or an equivalent combination of relevant experience and/or education/training.
- Applicants should possess a current Security Providers licence class 1 that includes Security Officer Unarmed, Crowd Control, Bodyguard, Monitoring modules
- A current manual open Queensland Driver's License.

- Completion of St John, Red Cross or Queensland Ambulance First Aid Certificate.
- Demonstrated ability to react calmly and effectively under conditions of stress, whilst maintaining a professional demeanor when confronted with direct provocation and difficult situations.
- Previous demonstrated experience dealing effectively with emergency and crisis situations which may arise during the course of duty, and in conjunction with standing emergency and crisis policies.
- Excellent communication skills (both written and oral), and interpersonal skills, with the ability to effectively interact and provide leadership and training to the Security personnel.

Desirable

- Extensive demonstrated experience providing a professional service to a wide range of people in a large organisational context. Knowledge of the University of Queensland's Codes, Practices and Policies in regards to public relations and customer service is advantageous.
- Successful attendance at the University Staff Development Program courses or equivalent experience and/or training
- A thorough knowledge of the University of Queensland Statutes.
- Demonstrated previous supervisory experience
- Experience as a Security/Officer/Senior Security Officer at The University of Queensland would be an advantage

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples.

Applications are also encouraged from women.

This role is a full-time position; however flexible working arrangements may be negotiated.