

POSITION DESCRIPTION

Position Title:	Security Officer
Organisation Unit:	Property and Facilities Division
Position Number:	Multiple
Type of Employment:	Fixed Term
Classification:	HEW Level 3

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) is one of Australia's leading research and teaching institutions. For more than a century, we have been bringing together outstanding educators, researchers and innovators – across a range of disciplines – to inspire the next generation and to advance ideas that can benefit the world.

Today, UQ is [ranked among the world's leading universities](#) and we are consistently recognised as one of the top 5 universities in Australia.

Each year, we teach around 55,000 students across 6 faculties, located at our 3 beautiful campuses at St Lucia, Herston and Gatton – as well as online. We aspire to broaden the knowledge and skills of these students, so that they're equipped to achieve their professional goals and make a positive contribution to our society, and the world.

The University is also home to 8 research institutes and more than 100 separate research centres with an interdisciplinary community of more than 1500 researchers, who have come to UQ from all over the globe. This outstanding community of researchers is continuing to build upon UQ's long and proud tradition of discovery science, invention, innovation, translation and commercialisation.

At UQ, we recognise that our people are our greatest asset. As such, we seek to recruit innovative people who are passionate about helping us to advance our mission and broaden our impact.

Our culture is built on the things that we value most highly – the pursuit of excellence; creative and independent thinking; honesty and accountability; mutual respect and diversity; and providing support for our people. Through the promotion of these values, we're creating a culture that encourages our people to bring their very best, authentic self when they come to work at UQ.

Organisational Environment

The Property & Facilities Division (P&F) is responsible for delivering comprehensive facilities operations to the University community by using integrated systems and services to support the University's teaching and learning, research endeavours and strategic objectives. 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 of Campus Operations, Infrastructure and Sustainability, Planning and Property and Project Delivery.

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

The Security Section's responsibilities are to provide and maintain a protected and secure environment for all persons on University sites; to protect University assets from theft, damage or destruction; to respond to emergencies; and to ensure that all University Statutes and Senate directives are adhered to. These responsibilities must be undertaken within the legal parameters of the law and standards set must be consistent with general community standards.

Further information about the Security Section may be accessed on the Section' web site at www.pf.uq.edu.au/security.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is [available online](#).

DUTY STATEMENT

Primary Purpose of Position

To provide resource services designed to ensure the protective security of all University buildings and grounds, staff, students and visitors.

Key Challenges of the Position

A major challenge to this position is to provide a professional service to the University of Queensland and deal effectively with students, staff and public, while maintaining good public relations, as set down in the Standards of Operation and Standards of Personal Conduct.

Duties

Duties and responsibilities include, but are not limited to:

- Under supervision attend all response to alarms, medical emergencies, fire emergencies, or other matters as they arise
- Operate the Central Security Monitoring Station (CSMS)
- Respond to enquiries/complaints of public/staff/students
- Lock, patrol and provide access for authorised personnel to University buildings.
- Administer First Aid
- Bring to the immediate notice of the Security Supervisor any matter of priority or emergency
- Conduct enforcement of parking and traffic regulations and control
- Conduct preliminary investigations into all incidents as directed
- Prepare full, detailed and accurate reports by the end of each shift of all incidents that occurred during the shift using standard formats
- Perform other duties as reasonably directed by the Manager Security (MS), the Deputy Manager Security (DMS) or the Security Supervisor (SS) or delegate.

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

Organisational Relationships

The Security Officer reports primarily to the Security Supervisor (SS).

Additional Information

Security employees are required to wear a Property and Facilities uniform as supplied and laundered by the Division and carry a personal identification card.

SELECTION CRITERIA

- Current Queensland Certificate II in Security Operations that includes Security Officer Unarmed, Crowd Control, Bodyguard and Monitoring modules.
- Current St John, Red Cross or Qld Ambulance First Aid Certificate.
- Current Queensland Manual Open Drivers Licence.
- Well-developed knowledge of security methodologies and concepts as applied to the Security industry.
- Sound interpersonal skills, including the ability to communicate effectively with a large variety of individuals, both internal and external to the University.
- Demonstrated proficiency with security software and programs and the ability to produce and analyse reports in a timely manner.
- Demonstrated ability to work with minimum supervision and to efficiently and effectively organise the work under your jurisdiction within strict deadlines.
- The ability to exercise tact and restrain in the face of direct provocation or occasional unfair criticism
- Demonstrated experience effectively dealing with emergency situations arising during the course of duty, such as student demonstrations.
- Previous experience as a Security Officer at the University of Queensland or similar organization is desirable.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the [University's Diversity and Inclusion webpage](#) for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au.