**Appendix A**

**POSITION DESCRIPTION**

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| **Position Description Classification Approved** | **Date** |
| Human Resources Branch | 20/3/23 |

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| **POSITION DETAILS** |  |
| **Position Title:** | Supervisor Security Services |
| **Position Number:** | 00025294 |
| **Classification:** | HEO3 |
| **Faculty/Division:** | Division of University Operations |
| **School/Branch:** | Infrastructure |
| **Reports to (position title):** | Manager, Security Services |
| **Delegations:** | Relevant HR and financial delegation prescribed to this position. |
| **Special Conditions:** | * To work within a 24/7 roster that is outside of the University’s standard working hours * May require attendance at all University campuses, facilities and/or commercial properties * Reasonable workplace adjustments will be made for people with a disability |
| **Significant Working Relationships:** | * University staff and students * Adelaide University Student Union and affiliated clubs * The position will be required to liaise with specialist services providers, co-location partners and the University community including external stakeholders. * Government agencies, emergency services, SAPOL, University Colleges and various sporting clubs and bodies. |

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| **POSITION SUMMARY** |
| The University of Adelaide is a large and successful university in Australia's Group of Eight research intensive universities, distinguished by its international reputation and commitment to innovation and excellence in research and teaching.  The Infrastructure Branch plays an active role in ensuring the campuses and physical facilities of the University continue to develop, adapt and improve in a complex, competitive and changing higher education environment. The role of the Branch is to ensure a strong performing asset portfolio and customer-focused project and service delivery. Composed of three organisational Portfolios, the Branch delivers investment in facilities development and service provision across University campuses.  Infrastructure Strategy and Support Services is responsible for leading and managing facility investment strategies and business improvement services, including management of the facilities management systems strategy, communications and relationship management with Faculties, Divisions and external parties; and governance and reporting; campus safety and the security of all campuses. In this context, the portfolio ensures Infrastructure projects move efficiently through University processes, and services are delivered on a timely and efficient basis to support the University’s core learning, teaching and research activities.  The Security Services Supervisor is responsible to direct and co-ordinate the activities of Security Services staff and specialist service provider staff to provide Security Services functions across the University’s operating environment. In addition, the role includes assisting with the management of critical incident and emergency response arrangements. |

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| **KEY RESPONSIBILITIES** | |
| Co-ordinate and oversight of security services staff and contractors | * Co-ordinate and supervise security staff and contract security personnel undertaking security services related functions * Oversee security specialist service providers and consultants to provide a wide range of security and emergency management related functions to ensure a safe, secure and welcoming environment for students, staff and visitors * Liaise and co-ordinate with a range of stakeholders as necessary to ensure the efficient and effective delivery of security services related services * Provide advice and assistance to University staff and key stakeholders on Security Services related issues * Assist to co-ordinate the development, upgrade and maintenance of the Security Services arrangements and systems * Prepare written security reports as required relating to security and property matters * Develop, implement, monitor and manage rostering arrangements * Maintenance and upgrade of security related equipment eg. torches, radios, first aid etc. * Arrange security resources for external stakeholders as required eg. NWC and AUU |
| Critical incident and emergency response arrangements | * Assist to manage the University’s security related critical incident and emergency response arrangements * Operate fire and life safety active and passive systems * Support the University’s emergency control organisation network |
| Undertake security services related duties | * Support security services staff and specialist service providers undertaking patrol duties * Undertake foot patrols and lock up/open procedures * Undertake selected security related investigations * Prepare security incident reports * Utilise the University’s security equipment and systems eg. CCTV, Electronic Access Control and key management systems * Develop appropriate security related arrangements for major events |
| Support communication protocols with key stakeholders as necessary | * Assist the Manager, Security Services to: * Liaise and co-ordinate with SAPOL and other state emergency services, Adelaide Business Watch and Neighbourhood Watch * Develop, implement and maintain security awareness programs to promote security and public safety and awareness throughout the University |
| After hours emergency response | * Assist to develop, implement and manage effective after hours emergency response arrangements * Regularly review and update after hours and emergency contact list to reflect current arrangements * Liaise with the Campus community to ensure the effective after hours emergency response arrangements are implemented |
| Other reasonable duties commensurate with classification level. | |

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| **PEOPLE MANAGEMENT RESPONSIBILITIES** |
| * Clearly communicates roles and responsibilities to employees * Sets and communicates specific performance standards * Actively demonstrates commitment to the values of the University * Takes ownership for own area of responsibility * Ensures resources are available to help staff succeed |

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| **CAPABILITIES AND BEHAVIOURS** |
| Use the Capability Dictionary at the link: <http://www.adelaide.edu.au/hr/docs/pdp-core-capability-dictionary.pdf> to identify the capabilities associated with the classification of this position. Staff are required to read and understand the capabilities and associated behaviours that align with the classification of this position. |

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| **UNIVERSITY EXPECTATIONS** |
| Staff are required to read, understand and comply with all University policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the University’s Code of Conduct |

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| **STAFF VALUES AND BEHAVIOUR FRAMEWORK** |
| Our culture is one that welcomes all and embraces diversity consistent with our [Staff Values and Behaviour Framework](https://www.adelaide.edu.au/hr/organisational-development/university-values) and our Values of integrity, respect, collegiality, excellence and discovery. We firmly believe that our people are our most valuable asset, so we work to grow and diversify the skills knowledge and capability of all our staff. |

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| **SELECTION CRITERIA** |
| **Knowledge and Experience:**   1. Demonstrated knowledge and experience in a large scale policing and/or security related environment 2. Demonstrated supervisory experience working in a large scale policing and/or security related role 3. Demonstrated knowledge of critical incident and emergency response procedures 4. Ability to manage multiple tasks and liaise effectively at all levels with both internal and external stakeholders 5. Experience using Microsoft Office suite of programs 6. Demonstrated ability to promote the organisational values of integrity, respect, collegiality, excellence and discovery, and a commitment to positively comply with the associated behaviour expectations   **Qualification/s:**   * Relevant qualification and/or relevant experience in a policing and/or security services related field * Current South Australian Agent Licence * Current South Australian Driver’s Licence * Senior First Aid Certificate |