



POSITION DESCRIPTION

Coordinator, Emergency Management & Security

November 2022

UNIVERSITY of 
TASMANIA

Position Summary

College / Division	Chief Operating Officer
School / Section	Infrastructure Services Division
Location	Hobart
Classification	<u>HEO Level 8</u>
Reports to	Manager, Operational Resilience

The Opportunity

The Coordinator, Emergency Management & Security is an experienced professional in both managing security personnel and fulfilling organisational emergency management responsibilities. They will ensure that the University complies with its Australian Standard 3745 (Planning for Emergencies in Facilities) obligations and delivers a professional, customer focused security service.

This role sits within the Infrastructure Services Division, which enables the University to conduct core business and supports its strategic direction. The two functions of this role are crucial in ensuring the safety and wellbeing of our students, staff and the wider community.

About the University of Tasmania

In 1890, our university was founded with an important purpose: providing our island with the academic excellence to thrive. Today, we continue to make our home a better place. And working together, we do extraordinary things that have global outcomes.

From early on, our role has been to help people flourish and thrive. Isolation and a small population require us to work harder. The stories of our island are told by those needing to solve unique problems in unique ways. Here, success takes a quiet determination and adaptability. In turn, this makes us broader, more rounded, multi-skilled thinkers and creative problem solvers, and it sees our institution generative powerful ideas for and from Tasmania.

Because of our unique setting and challenges we go beyond creating places of learning. We strive to stimulate economic growth, lift literacy, improve health outcomes for Tasmania and nurture our environment as it nurtures us.

We welcome enquiring minds, from near and far, to join us in our pursuit of the extraordinary.

Accountabilities and outcomes

Purpose

The Coordinator, Emergency Management & Security is responsible for managing all aspects of the contractual obligations of the University's Services Security contractor and managing all aspects of the University's obligations under Australian Standard 3745 – Planning for Emergencies in Facilities.

Key Result Areas

- Manage ISD's emergency management plan obligations and ensure the University is compliant with Australian Standard 3745.
- Manage, and continually improve, the University systems and processes related to Security and Emergency Management.
- Implement and manage the University Security Services Contract and, in collaboration with the Manager Operational Resilience, ensure ongoing services are managed and delivered to the highest standard.
- Utilise University systems to help and assist investigations into complaints and security related issues.
- Develop and maintain strong working relationships with internal and external stakeholders.
- Provide training and education to the University community around emergency procedures and security.
- Manage projects that will include, but are not limited to, high level report writing, sector operational reviews, website reviews, website content management and the development of educational materials.
- Ensure there is a culture of outstanding customer service and accountability with appropriate controls in place for both Security and Emergency Management.

Behavioural Expectations

We aim for everyone to have a positive experience at our university, and all staff contribute toward creating a university culture that is safe and supportive, enabling our community to flourish by:

- Treating all others – staff, students and community with fairness, equity and respect.
- Ensuring the workplace is an inspiring and safe place to be.
- Ensuring the workplace is free from harassment, bullying, victimisation and discrimination.

Success profile

Personal Attributes

- **Evaluative:** Excels at examining information and asking probing questions, documenting facts and interpreting data in an objective manner.
- **Investigative:** Readily takes up opportunities to learn and acquire new skills and is able to identify issues and make intuitive judgements.
- **Rapport Building:** Enjoys interacting with other people and effectively establishes rapport by putting others at ease. Effectively promotes achievement and recognition.
- **Resilience:** Able to stay calm under pressure and tolerate stress. Adept at calming others

and resolving conflict in stressful situations.

Core Capabilities

- Self Awareness and Interpersonal Skills: Recognises and regulates emotions and behaviour in the work context and effectively builds relationships with others to create a collaborative and empowering environment that enables people to achieve and thrive.
- Holistic Decision Making: Able to form sound judgements based on all available information, considering the potential impacts of decisions from a broad range of perspectives before taking definitive action.
- Continuous Improvement: Continuously finds ways to improve and simplify processes, systems and practices to deliver improved outcomes for our students, staff and community by utilising practices such as Lean, Agile and Design Thinking.
- Growth Mindset: Adopts a growth mindset and consistently seeks feedback, makes others comfortable with taking risks and experimenting to improve over time.

Role Specific Skills, Knowledge and Experience

- Knowledge and experience of contemporary security systems and processes
- Knowledge and experience of contemporary emergency management planning, emergency management systems and processes
- Experience of contract management in a complex organisation

Qualifications and Licences

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status - Employment).
- Current Australian Driver Licence

Other Requirements

To be eligible for this position, you are required to hold Australian or New Zealand Citizenship, permanent residence or a valid visa that enables you to fulfil the requirements of this role.

COVID-19

The University of Tasmania recognises that this is critical for the workforce at the University to protect the safety of our workforce and vulnerable Tasmanians. Applicants for this role must be prepared to provide evidence of Covid-19 vaccination as a condition of employment.



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The intention of this Position Description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties may be altered in accordance with the changing requirements of the position