

ABC POSITION DESCRIPTION

Division:	<i>Operations Group</i>	Position Title:	<i>National Security Manager</i>
Department:	<i>Property Services</i>	Classification:	<i>Admin/Prof (Schedule A) Band 9</i>
Location:	<i>Ultimo</i>	Position No:	<i>P431648 – S 30006003</i>
Reporting to:	<i>General Manager, Property</i>	Approval:	
Purpose: To maintain and improve physical security requirements for the ABC and ensure national security is proactively managed to mitigate risks associated with the changing threat environment.			
Key Accountabilities: <ul style="list-style-type: none"> • Manage the ABC's Property related Security risk. • Act as the ABC's Agency Security Adviser and be a central point of contact for liaison with external security authorities and advisers, all ABC internal key stakeholders and Property staff. • Develop, maintain and implement relevant Security policies and procedures; monitor compliance and undertake regular reviews. • Develop and continually improve the ABC Physical Security Strategy and operational infrastructure, ensuring all Statutory Compliance and Government Policies are defined and managed effectively. • To manage the coordination of ABC Physical Security Policies and Procedures throughout the National Property Team ensuring the effective integration into business processes for identification, assessment and mitigation of risk, and management of risk events. • Undertake risk management assessments; coordinate with other review groups. • Liaise with ABC business and support units to ensure security policies and procedures are comprehensive, integrated and well-coordinated. • Investigate security related incidents and assist with Group Audit investigations. • Raise ABC staff awareness of security policy, procedures and potential threats and provide advice and training to staff. • Keep abreast of developments in security technology, methods and techniques • Coordinate the effective integration of ABC Security Policies and Procedures into ABC Property operations. • Liaise with Business Continuity Manager ensuring National Property teams facilitate preparedness and response activities. • Through strategic management of relationships with internal and external stakeholders, ensure national security operations are aligned to meet the needs of the organisation and its operations. • Develop and manage the ABC Physical Security Framework, ensuring its accuracy and currency with relevant security policies and government agencies. • Actively promote the ABC values and apply all relevant workplace policies and guidelines. • All ABC staff are required to cooperate with any reasonable instruction, procedure or policy relating to safety, and take reasonable care for their own safety and that of other persons who may be affected by their conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Divisional Directors and Other Officers 			
Key Capabilities/Qualifications/Experience: <ol style="list-style-type: none"> 1. Qualifications in Security Management or relevant equivalent work experience, or a combination of study and work experience 2. Extensive knowledge of contemporary issues in Security management including organisational management and security technology including alarms, access control and CCTV. 3. Demonstrated experience in formulating and implementing policies and procedures in a large private or government sector organisation. 4. Qualification or significant experience in Security Risk Management. 5. High level understanding of security management compliance aspects relative to large corporate or government organisations. 6. Demonstrated experience in the preparation of technical reports and submissions; relevant computer literacy skills. 			

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7. Proven ability to work collaboratively with others and to provide consultancy, advice and guidance to the property leadership team, ABC staff and clients.
8. Proven ability to think analytically, laterally and creatively and to adopt an open-minded perspective to problem-solving; the ability to adapt and embrace change.
9. Demonstrated strong leadership, high motivation and personal initiative and the ability to work effectively both independently and as a member of a team.
10. Proven ability to communicate complex concepts both verbally and in writing; the ability to conclude complex negotiations.
11. An understanding of and commitment to the ABC's [aims, values and workplace policies](#).