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POSITION DESCRIPTION

Security Systems Officer

Position Level	6
Faculty/Division	Finance and Operations
Position Number	ADMIN ONLY
Original document creation	15/01/21

Position Summary

Estate Management (EM) provides a range of services and advice to all Faculties and Divisions of the Kensington campus as well as the sub-campuses. It does this by providing campus planning, infrastructure planning, development, construction, refurbishment, maintenance and environmental management. EM also provides a wide range of logistic and associated services to ensure a safe and secure campus environment.

The Security & Traffic Management function of the EM has three core objectives:

- To provide a safe and secure campus environment to enable our campus community to achieve their objectives;
- To protect the people, property and assets from harm, damage and loss by managing risks and developing effective plans and procedures;
- To provide professional advice and guidance to our campus community on security and emergency management matters.

Website: <http://www.estate.unsw.edu.au/>

The role of the Security Systems Officer is to provide expert support and contribute to initiatives and improvement projects which ensure the security systems installed across the University are robust and operating effectively to protect the UNSW community, property and assets. This will be achieved through the day to day administration of access control systems, testing of critical lifesaving alarms, monitoring and analysing system faults, developing and maintaining the master key register.

Accountabilities

Specific accountabilities for this role include:

- Program access permissions, business rules and access groups on Gallagher (Cardax) system.

- Monitor and review Alarm Viewer to ensure Critical/Very High/High priority alarms that remain active are reported and rectified promptly.
- Schedule and facilitate critical lifesaving alarm testing with clients as per procedure to ensure systems are operating effectively.
- Log reactive maintenance requests with the contractor and ensure requests are completed as per contract requirements.
- Consult with and provide recommendations to the university stakeholders on creating defined access groups to meet the clients' operational needs whilst aligning with security system protocols.
- Develop and maintain the Master Key Register to ensure key management compliance. Review identified and/or reported breaches and provide recommendations to UNSW Security Management on the action required.
- Perform other duties in relation to security services upon request from UNSW Security Management.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

- A certification/diploma in security risk management desirable and/or relevant experience in a similar role. An expectation to work towards obtaining an NSW Security Licence Class 2AC.
- Demonstrated understanding for managing access, programming and reporting tasks within Gallagher System.
- Excellent interpersonal and communication skills
- High-level critical thinking, analytical and problem-solving skills.
- Ability to provide a high standard of fault analysis within Gallagher system (or similar).
- Demonstrated ability to work independently and in a team, and have high-level organisational skills with a proven ability to manage multiple tasks and projects.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.