



CAMPUS SECURITY ADVISER

DEPARTMENT/UNIT	BPD Services
FACULTY/DIVISION	Buildings and Property Division
CLASSIFICATION	HEW Level 7
WORK LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

There's a certain feeling you get from working at Monash University. It's the feeling that you're a part of something special. Something significant. And that's because you're not just starting your career, or taking on a bigger challenge. You're making a real contribution – surrounded by energetic, inspiring people who are driven to make a difference as well. Monash is a place where you'll be able to develop your career in exciting, sometimes unexpected ways – putting you in the best possible position for a rewarding future.

The position is located within **Buildings and Property Division**. We provide facility management and support services for the teaching, research and business functions of the University.

Campus Services provides the everyday services needed for the smooth running of our campuses, including cleaning and waste management, mail, travel and parking, pool vehicle hire and security.

POSITION PURPOSE

The Security Adviser is responsible for ensuring the effective application and operational use of electronic security access control, intrusion detection, CCTV and related equipment in support of the University's campus security service representing BPD and working in partnership with eSolutions the University's central ICT portfolio. The position conducts security audits, consults and provides advice and recommendations on physical and technology protective security measures. They take an active role in mitigating risk in the physical security environment, planning and project management, and represent campus security on joint project management teams. The Security Adviser provides support and relieves for the role of Campus Security, Systems Manager during the latter's absence.

Reporting Line: The position reports to and receives broad direction from the Campus Security- Systems Manager

Supervisory Responsibilities: The position directly supervises approximately 20 externally contracted Campus Security Control Room staff

Financial Delegation: Yes, in accordance with the University delegations schedule

Budget Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Undertake campus security project management duties, coordinate security equipment; installation, maintenance and repair works at university owned and/or occupied facilities
2. Ensure the effective application, management and continuous operation of the university's physical security equipment and contribute to the development and implementation of Campus Security initiatives
3. Conduct regular site security equipment audits and inspections, ensuring the correct equipment type, quality of workmanship and compliance with technical specifications and related policies, procedures and legislation
4. Actively contribute to the development, implementation, testing and review of related Management and Recovery plans supporting the physical security environment
5. Provide expert security advice particularly as this relates to the effective monitoring of electronic; access control, intruder detection, duress alarms etc. the operational security responses to related events
6. Coordinate the technical work undertaken by campus security staff to satisfy legal requests made to obtain recorded evidence, ensuring the process is efficient, and compliant with legislation and the university's internal policy and process
7. Oversee the management and performance of the university's 24/7 Campus Security Control Room, ensuring reliable and effective responses by control room staff
8. Represent Monash University Security, as required by the manager, participate in committees, deliver presentations and represent Campus Security at various security or other forums
9. Design, develop, document and deliver specialised training, coaching and development opportunities for operational security personnel, particularly those engaged as Security Control Room staff, focused on achieving individual and team improvement and efficiencies
10. Establishment and ongoing management of Physical Security Operational reports outlining the performance of the service

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A degree in a relevant field with substantial subsequent relevant experience; or
 - extensive technical knowledge and operational experience regards electronic security equipment; or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Experience with Electronic Security Equipment and its Operation and highly developed computer literacy skills
3. High-level project management skills with a record of successfully coordinating and/or supporting projects through to completion in accordance with agreed standards, timeframes and budgets
4. Demonstrated leadership skills, including the ability to lead, motivate and develop contractor staff and plan and allocate work to meet objectives
5. Demonstrated ability to exercise substantial levels of independence, judgement and initiative
6. Excellent communication skills, including the ability to prepare professional documentation for various audiences, advise and negotiate at high levels and maintain discretion
7. High-level research and problem-solving skills and the ability to identify and recommend solutions to challenging issues
8. Highly-developed relationship management skills, including the ability to interact with, and gain co-operation from, internal and external stakeholders at various levels

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours at short notice (including evenings, weekends and public holidays), on call duties will be required
- There may be peak periods of work during which taking of leave may be restricted
- A current National Police Records Check is required

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.