



POSITION DESCRIPTION SECURITY OFFICER (Band 2) GOVERNMENT HOUSE TASMANIA

Position details:

- Employment Classification: Governor of Tasmania Employee Award and Governor of Tasmania Employee Agreement 2020
Band 2 (\$59,305 - \$63,942)

- Employment status: casual

Casual Security employees receive their ordinary time hourly rate for all work performed, whether daytime, weekend, public holiday or evening work. This hourly rate includes a 25% loading which is in substitution for paid recreation leave, personal leave and public holidays.

- Hours of work: in accordance with a shift roster as determined by the Employer
- Reports to: Deputy Official Secretary and Security Supervisor

Position Description summary:

The role of the position is to primarily monitor and undertake security arrangements pertaining to Government House and Estate and persons within the Estate, namely the Governor and spouse, other residents, staff, and guests of Government House.

Position Description details:

- **General Duties:**
- Provide 24/7 security including monitoring via surveillance equipment and physical checks and facilitating authorised access of persons and vehicles onto the Government House Estate.
- Maintain accurate electronic logbook records of daily observations and occurrences and report on matters that may impact security and safety.
- Act as Chief Fire Warden.
- Respond to alarms and incidents and take corrective action.
- Act as first point of contact for incoming phone calls and guests visiting the Estate.
- Perform 'Buddy' training duties as required with new Security Officers.

Desired Skills and Experience

- **Essential attributes:**
- Physically fit to patrol and access all inside and outside areas of the Estate.
- Australian Citizenship or Permanent Residency.
- Ability to work professionally and cooperatively in a close team environment and independently.
- Workplace discretion in matters relating to the Office of the Governor Tasmania.

- **Required qualifications and licences:**
- Maintain a current Security Licence which must have the following three components included: Crowd control, Security Guard and Monitoring Room Operators.
- Certificate II in Security Operations.
- Current Workplace Level 2 First Aid Certificate.

- **Desirable requirements:**
- Previous experience in a security environment.
- Current Driver's Licence.
- Working with Vulnerable People check.
- Good computer skills including the ability to use software applications eg: Excel, MS Word, email, Office 365.

- **Personal Attributes:**
- Preparedness to undertake work-related courses.
- Good presentation and appearance.
- Excellent communication and interpersonal skills.



HOW TO APPLY

Your application **MUST** include:

1. A brief covering letter including your name, address and telephone number.
2. A one or two page document outlining your experience, skills, and knowledge as they relate to the position description.
3. A copy of your current resume and the names of two referees.

Send application to: admin@govhouse.tas.gov.au with subject heading titled "Casual Security Officer".