

OFFICE OF THE GOVERNOR OF TASMANIA

POSITION DESCRIPTION

TITLE:	Security Officer (Casual)
LOCATION:	Government House
AWARD:	Governor of Tasmania Employee Award and Governor of Tasmania Employee Agreement 2022
CLASSIFICATION:	Band 2 (\$66,766 - \$71,857 pro-rata) - 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 recreational leave, personal leave, and public holidays.
HOURS:	In accordance with a shift roster as determined by the Security Supervisor.
REPORTS TO:	Security Supervisor

The Position

The Security Officer is responsible for providing comprehensive security monitoring and protection services for Government House and the Estate. This role ensures the safety and security of the Governor and spouse, other residents, staff, and guests through vigilant surveillance, access control, and incident response on a 24/7 basis.

Primary Accountabilities:

- To provide continuous security operations through active monitoring via surveillance equipment and conducting regular physical security checks across all areas of the Government House Estate.
- Facilitate and manage the authorised access of persons and vehicles onto the Government House Estate, ensuring appropriate verification and documentation procedures are followed.
- Maintain accurate digital logbook records of daily operations, occurrences, and security-related incidents, ensuring timely reporting of matters that may compromise security and safety.
- Act as Chief Fire Warden and maintain the readiness to respond to fire emergencies and implementation of fire safety protocols as required.

- Respond promptly and effectively to alarms and security incidents, taking appropriate corrective action and escalating matters as necessary.
- Provide professional and courteous communications to visitors and guests whilst maintaining security protocols.
- Provide 'Buddy' training and mentoring to new Security Officers as required, ensuring accurate knowledge transfer and maintenance of operational standards.
- Perform any other allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from an occupant at this classification level.

Level of Responsibility:

- The role requires a high level of vigilance, sound judgement, and initiative in monitoring and responding to security matters whilst working autonomously during designated shifts.
- The role is responsible for maintaining the security and safety of the Government House Estate, its occupants, and visitors in accordance with established protocols and procedures.
- The Security Officer is expected to exercise discretion in determining routine security matters from those requiring escalation to the Security Supervisor or the Deputy Official Secretary.
- The Security Officer is responsible for maintaining strict confidentiality and discretion in all matters relating to the Office of the Governor Tasmania.

Key Relationships:

- Security Supervisor – reports to, receives direction, guidance, and operational instructions.
- Deputy Official Secretary – reports to in the absence of the Security Supervisor; escalates security matters to when required.
- Governor and spouse – provides security services, facilitates access requirements, and maintains appropriate professional boundaries.
- Government House staff and residents – coordinates security matters, facilitates access, and maintains effective communication.
- Visitors and guests – serves as first point of contact, provides professional and courteous service whilst maintaining security protocols.
- Security Officer team members – collaborate with, coordinate shift handovers, share information, and maintain effective team communication to ensure seamless security coverage and cohesive team dynamics.

Highly Desirable Requirements:

- Certificate II in Security Operations

- Hold a current Security License with must include the following three components: Crowd Control, Security Guard, and Monitoring Room Operators.
- Previous experience in a security environment, preferably in a government or corporate, or high-profile residential setting.
- Hold a current Driver's License.
- Hold a current Workplace Level 2 First Aid Certificate.
- Physical fitness to patrol and access all inside and outside areas of the Estate, including the ability to respond quickly to incidents.
- Demonstrated ability to work professionally and cooperatively in a close team environment and independently with minimal supervision.
- Proven capacity to maintain workplace discretion and confidentiality in matters relating to the Office of the Governor Tasmania and to the private residents of the Estate.
- Excellent communication and interpersonal skills with the ability to interact professionally with diverse stakeholders.
- Well-developed computer skills including proficiency in software applications such as MS Word and Office 365.
- It is a condition of your employment that you must be an Australian citizen or permanent resident.
- It is a condition of your employment that you are deemed to be of suitable character. This assessment will be subject to a satisfactory result from a Nationally Coordinated Criminal History check and a current Registration for Working with Vulnerable People or the ability to obtain one.