

Manager – Security and Emergency Management

Campus Services and Procurement Administrative Division



a university for the **real** world[®]

CRICOS No. 00213J



About QUT

QUT is a major Australian university with a global outlook and a 'real world' focus. We are one of the nation's fastest growing research universities and our courses are in high demand.

We are an ambitious and collaborative institution that seeks to equip our students and graduates with the skills they will need in an increasingly disrupted and challenged world. We are transforming the student experience we offer our 50,000 students and we place a premium on the international and national accreditation of our various professional degrees.

Our internationally award-winning Science and Engineering Centre is home to The Cube, acknowledged as one of the world's largest digital interactive learning and display spaces. QUT established the world's first Creative Industries Faculty, and we invest heavily in collaborative learning and interdisciplinary research environments, including the \$95M Education Precinct.

Further information about QUT can be obtained from the website at www.qut.edu.au.

Our Vision

QUT's Blueprint 6 is our institutional strategic plan. The Blueprint formalises QUT's ambitions and declares our strong sense of purpose which is to provide transformative education and research relevant to our communities. It provides a framework and strategies to enable QUT to realise our vision to be the university for the real world and identifies the following priorities:

- support aspiration and inclusion
- encourage creativity and entrepreneurship
- embrace digital transformation and technology
- embed principles of health and wellbeing
- support Indigenous Australian engagement, success and empowerment
- enable professional engagement and ethical leadership and,
- focus on the environment and sustainability.

Aligned to and supporting our vision are the QUT Values. These Values highlight what makes QUT distinct and successful. Providing a compass for our decisions, actions and behaviours and strengthening our community.

QUT Values

- Ambition
- Curiosity
- Innovation
- Integrity
- Inclusiveness

About the Administrative Division

The Administrative Division plays an integral role in assisting the University to achieve its teaching, research and service goals in two important ways: firstly by providing management and support services in relation to students and staff through a range of operations; and secondly through its role as the custodian of the University's legislative obligations and standards, governance and policy.

About the Campus Services and Procurement Department

The Facilities Management Department within the Administrative Division is responsible for managing the process of design, construction, maintenance and operation of the physical facilities, and the provision of a range of support services across the University's two main campuses at Gardens Point, Kelvin Grove and a range of smaller offsite facilities.

About the Position

The Manager – Security and Emergency Management is primarily responsible for ensuring the protection of people and property across the University through best practice security services.

The Manager – Security and Emergency Management reports to the Director, Campus Services and Procurement and has overall responsibility for all members of the Security Section. The position consults regularly with senior management across the University, particularly with the Vice-President (Administration) and University Registrar.

The position plays the key role in developing and maintaining relationships between the University and State Police and Federal Security agencies.

This position reports to the Director, Campus Services and Procurement for supervision,

workload management and for Performance Planning and Review (PPR).

Key responsibilities include:

- Lead the delivery of high quality security services across the University including the management of incident responses, security investigations, security audits and contracted security patrol services.
- Ensure that the Central Monitoring Station (CMS) is fully functional 24 x 7 all year round and that CMS staff are highly trained to perform at optimum standards in delivering monitoring, emergency response and customer services.
- Through highly informed risk analysis and intelligence gathering processes, develop strategies, policies, operational plans, protocols and procedures designed for the protection of the University community and its property.
- Ensure that security hardware and software technologies are implemented, maintained and continually enhanced to sector best practice and cost effective standards.
- Provide high quality security advice to senior management and provide consultancy and security audit services across the broader QUT community.
- Initiate and manage the University's liaison with the Queensland Police Services and Emergency Services, Federal Police and other government agencies on security, terrorism threats and emergency matters.
- Lead security and safety communication and reporting activities and programs to promote a culture of security awareness across the QUT community.
- Provide advice on crisis management, coordinate emergency response training exercises, be actively engaged in University Crisis Management activities and effectively respond to crises on campus.
- Oversee the management of fire warden and fire safety and evacuation training for building occupants.
- Manage the overall administrative performance and activities of the Security Section.
- Compliance with health and safety policies, procedures, hazard reporting and safe work practices.

To ensure job flexibility the successful appointee may be required to:

- perform any other duties as nominated by

the University consistent with the relevant classification descriptors detailed in the Enterprise Agreement. Staff undertaking any new duties will receive training;

- participate in job rotation or multiskilling in consultation with their supervisor;
- work across campuses.

Type of appointment

This appointment will be offered on an ongoing, full-time basis.

Location

Kelvin Grove campus (primarily).

Selection Criteria

1. Education, training and/or experience equivalent to postgraduate qualifications in a relevant area and extensive relevant experience. Must be licensed as a Security Advisor under the Queensland Security Providers Act 1993.
2. Demonstrated extensive experience in the effective and efficient management of security operations, emergency/crisis management and risk assessment for a large organisation in the public or private sector with a proven record of achievement.
3. Extensive knowledge of contemporary security and emergency management technologies and ability to plan and implement security infrastructure programs and projects.
4. Highly developed skills in risk analysis, intelligence gathering, security consulting services, security strategy and policy development and implementation, including strategies to mitigate the universities security and public safety risks through the use of physical, technological and security services solutions.
5. Possess strongly developed communication, liaison and reporting skills to develop a strong security awareness culture across the University community and to form strong partnerships with external parties including police and intelligence agencies.
6. Evidence of advanced customer service, negotiation and conflict resolution skills in order to respond rapidly and effectively to emergency situations.

Remuneration and Benefits

The classification for this position is Higher Education Worker Level 10 (HEW10) which has an annual remuneration range of \$143,375 to \$160,362 pa. Which is inclusive of an annual salary range of \$122,188 to \$136,664 pa and 17% superannuation.

In July 2020 QUT staff voted in favour of a variation to its Enterprise Agreements. The variations were approved by the Fair Work Commission in August 2020.

The variation impacts leave loading (for new staff no loading will be paid or accrued during the period the variation is in effect), salary increases (the salary increase which was due to occur in the first full pay period of December 2020 has been deferred until the first full pay period of December 2021) and superannuation (superannuation will be paid to staff as though the salary increase which would have been paid in December 2020 has taken effect and, subject to the rules of the superannuation fund, a defined benefit member will continue to make contributions in alignment with the contributions made by the University). A link to the variation is [here](#).

Beyond personal and professional fulfilment, a career at QUT brings a broad range of tangible benefits. With competitive remuneration including superannuation, the University offers real and generous benefits.

QUT is a high quality and flexible organisation that is proud of its excellent employment conditions which include but are not limited to:

- Reduced working year scheme
- Parental leave provisions
- Study support encompassing leave and financial assistance
- Comprehensive professional development
- Salary Packaging

Further benefits can be found at the [Working at QUT](#) page.

Information for Applicants

Applicants who reach the final stage of the selection process will be expected to undergo a check of their criminal history. Those matters which do not have an impact on the inherent requirements of the position will not be taken into consideration. Applicants will be provided with an opportunity to discuss the outcome of the check before a decision on appointment is made.