

NSW ICAC EXHIBIT**FW: Position Description - Manager, Security**

From: Steve Sullivan <steve.sullivan@sydney.edu.au>
To: Dennis Smith <dennis.smith@sydney.edu.au>
Date: Tue, 26 Jul 2016 11:49:10 +1000
Attachments: PD - Morgan Andrews.pdf (697.76 kB)

STEVE SULLIVAN | Divisional Manager
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From: HR Service Centre
Sent: Wednesday, 6 April 2016 1:49 PM
To: Steve Sullivan
Subject: Position Description - Manager, Security

Dear Steve

Please see the requested document attached.

Kind regards

Monika Szczepanski

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Position Title:	Manager, Security Services
Department:	Campus Infrastructure Services
Reports to:	Director, Asset Management & Services
Manages:	Security Services Security Systems
Internal Work Contacts:	Senior Executive Pro-Vice-Chancellors Deans and Heads of Schools and Departments Senior Administrators HR Relationship Group Finance Group
External Work Contacts:	State and Federal Law Enforcement Agencies NSW Government Departments and Agencies Local Government Departments and Agencies Contractors and consultants to including management Unions

Overall Purpose

Provide leadership and direction to the Security Services and Security Systems Managers to ensure a safe and secure campus environment for students, faculty, and staff of the University of Sydney. This role will also provide for asset and resource protection across all University campuses.

Position Context

Reporting to the Director, Asset Management and Services, within Campus Infrastructure Services, the role of the Manager, Security Services will be to manage and direct all University of Sydney Security Services. Key areas of Security Services and Security Systems to be managed provide security patrols, asset protection, security systems, crime prevention, key, lock, and access control, alarm monitoring, and emergency management and development of response capabilities across multiple campuses.

The Manager, Security Services will develop and implement policies and procedures to continually improve service delivery in line with University objectives, relevant legislative requirements, and industry standards.

The Manager, Security Services will develop and maintain senior level relationships within University departments and with relevant external local, State, and Federal authorities.

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The Manager, Security Services will formulate, implement, and review complex budgets across multiple business units. Budget management will be conducted with the underlying ethos of ensuring the University of Sydney is provided the best possible Security Service for monies outlaid and against agreed Strategic initiatives.

The Manager, Security Services will develop various tenders and contracts for Security Services personnel and security related projects and services to achieve University objectives and goals.

Key Result Areas

1. Responsible to provide the University of Sydney with effective security patrols, asset protection, crime prevention, systems management and development and rapid security response capability twenty four hours a day. Provide a secure operating environment to support University goals and objectives.

Performance measures:

- Review and analysis of crime statistics
 - Patrol response times
 - Management of Complaints received
 - Development and actioning of crime prevention programs or initiatives
 - Conduct of plain clothes operations conducted
 - Management of targeted patrolling
 - Budget objectives are achieved
2. Responsible to provide the University of Sydney with efficient and up-to-date key, lock, systems and access control to University facilities and assets. Provide and maintain alarm systems on critical infrastructure and high value assets.

Performance measures:

- Benchmarked age and capability of equipment against industry standard
 - Asset renewal programs
 - Systems management and development against industry standard
 - System failure rates against industry standard
 - Budget objectives are achieved
3. Develop, implement, and review operational and business plans and operational procedures to continually improve security in line with University objectives, relevant legislative requirements, and industry standards.

Performance measures:

- Business and operational targets being met
 - New security initiatives and programs implemented and operational
 - Review and analysis of crime statistics against comparable data
 - Tests and evaluations of operational plans
 - Budget objectives are achieved
4. Prepare, implement, and review budgets and projections across multiple business units and regularly report on performance against targets.

Performance measures:

- Budget development, management and recommendations
- Resource and budget forecasting
- Analysing and reporting on financial data
- Monitoring and managing variances

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- Initiating corrective actions
 - Budget objectives are achieved
5. Develop, implement, and manage Security Services tenders and related contracts to achieve defined targets and the University's strategic goals.

Performance measures:

- Budget development, management and recommendations
 - Tenders and contracts meeting defined targets
 - Budget objective are achieved
6. Ensure staff management and resourcing responsibilities are managed across all sections of Security Services. Create an environment that promotes teamwork, motivates, rewards, and supports staff. Ensure staff development and cross training to promote versatility and flexibility.

Performance measures:

- Formal relieve at higher duties program
 - Staff promotions
 - Rewards programs
 - Team empowerment
 - Modern staff performance appraisal program
 - Key staff turnover
 - Budget objectives are achieved
7. Develop, promote, and maintain senior level relationships across University Facilities/Departments and Emergency Services Agencies to ensure service delivery meets identified needs. Develop, promote, and maintain effective working relationships with key external local, State, and Federal agencies which provide a wide range of support to the University.

Performance measures:

- Senior committee representation
- Manage successfully and new partnerships formed
- Ensure all reasonable requests for services are being met
- Service delivery complaints are managed and reported appropriately

Equal Employment Opportunity and Affirmative Action

Equal Employment Opportunity is University policy. As a senior manager, the occupant of this position should show a demonstrated understanding of, and commitment to, the implementation and further development of EEO/AA policies and principles.

Selection Criteria

Essential

- Proven ability to develop, implement and review policy across a large organisation.
- Demonstrated ability to provide strategic leadership to a multi-faceted operational unit.
- Demonstrated ability to develop, implement and review short and long term operational plans.

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- Prepare, manage, and review complex budgets across multiple business units.
- Proven ability to interpret and understand Federal and State laws and industry standards as they relate to security systems and operations.
- Extensive experience and understanding of security industry related systems, equipment, and hardware.
- Demonstrated high-level written and verbal communication skills.
- Extensive managerial experience in law enforcement, security, or related industries/disciplines.
- Experience in Emergency Management planning, preparedness, and response.
- Experience in preparing, administering, and reviewing tenders and contracts.
- Strong understanding of Occupational Health and Safety principles and legislation.
- Experience in analysis and problem solving at a managerial level.
- Ability to work effectively under pressure.
- Demonstrated high level of organisational skills.
- Demonstrated high level customer service skills.
- Hold or be eligible to obtain a Class 1AC and 2 Security Consulting Licence under the Security Industries Act in New South Wales with no disqualifying factors.
- Hold a valid Class C New South Wales Driver's Licence.

Signature 

Head of Department/Unit 

Date 3/7/08