



POSITION TITLE:	Safety and Security Officer
POST HOLDER:	Newly Created Role
ACCOUNTABLE TO:	Operations Manager

Position Summary

The position is responsible for security, organisational and co-ordination tasks (to help ensure that transferees have appropriate access to health, education, recreation and other services and facilities), transferee welfare and associated documentation and paperwork.

Internal Liaison

Site employees and managers
Persons in Regional Processing Centre

External Liaison

Department of Immigration and Citizenship staff
Interpreters
Key Stakeholders in Regional Processing Centre facilities

Key objectives

- Displayed behaviours aligned to G4S's core values;
- Consistent application of policies and procedures whilst ensuring that human rights, dignity and respect are upheld for all in G4S's care
- Ensure the smooth running of the day to day aspects of the Regional Processing Centre environment, including welfare, security, health, activities, visits, escorts and other activities.

Duties

Continuously interact with transferees, including:

- Monitoring general welfare and well-being of transferee;
- Assisting in resolving their problems.
- Be actively involved in recreational activities both inside and outside the Facility.
- Ensure appropriate levels of security, including:
 - Monitoring security equipment;
 - Patrolling internally;
 - Checking vehicles and individuals entering and leaving the Facility.
- Monitor transferee behaviour.
- Comply with Incident Reporting requirements.

Contribute to the maintenance records pertaining to all aspects of the Facility's performance, including:

- Transferee programs;
- Security information and data;
- Transferee behaviour;
- Cultural, medical and dietary requirements;
- Incident reports.
- Ensure day-to-day adherence to all Operational Procedures.



Securing Your World

- Ensure day-to-day adherence to relevant Post Order.

Essential Requirements

- Ability to deal objectively and effectively with transferees on an individual or group basis, regardless of their nationality, religion, culture, age, sexual preference or gender.
- An understanding of transferees' circumstances and the stress and anxiety they may be experiencing.
- Ability to supervise and monitor transferees effectively, but unobtrusively, with confidence and compassion.
- Good written and spoken communication skills.
- Sound computer skills, including ability to learn control room operations and SAMIS.
- Willingness to contribute to the development of the workplace in a constructive and genuinely enthusiastic manner.
- Demonstrated flexibility, sensitivity and resilience in a high pressure and changing work environment.
- Good organisational and logistics skills, focused on service delivery aligned with contractual requirements.
- Willingness and capacity to uphold and promote the G4S Code of Conduct and to exemplify the company's core values.
- Ability to work 12 hour shifts, on a rotating roster incorporating work during the day, night and weekends. Roster provisions include a maximum of five consecutive shifts, maximum 4 consecutive night shifts, and minimum two consecutive shifts.
- Satisfactory results of a pre-employment medical examination to determine suitability for employment in the role of a Safety and Security Officer.
- To adhere to the pre-medical plan which include vaccinations prior and during commencement of employment.
- Satisfactory results of an Australian Federal Police background check both upon employment and annually thereafter.
- A commitment to the G4S Vision, Values and Policies, including Equal Employment Opportunity, Human Rights and Occupational Health and Safety principles and practices.

Role Competencies

- Interpersonal skills
- Conflict Management
- Communication Skills
- Organisational skills
- Problem solving skills
- Understanding cultural diversity

OH&S

- Be aware of the relevance and importance of your activities and how they contribute to the achievement of the quality objectives by following G4S policies, procedures and operating instructions.