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

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### **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.