

TASMANIAN PORTS CORPORATION PTY LTD
POSITION DESCRIPTION

POSITION TITLE:	Security Operations Officer
REPORTS TO:	Manager Compliance
DIVISION:	Compliance, Safety & Sustainability
LOCATION:	Launceston
CONDITIONS:	2 Year Full Time Fixed Term Contract (TasPorts Enterprise Agreement 2019)

PURPOSE OF THE POSITION

This position is integral to the effective operation of the TasPorts State Operations Centre through the provision of around the clock monitoring security control services. The position is accountable for port access control and monitoring compliance with security procedures and protocols by all port users.

KEY DUTIES

- Perform access control and point of access verification for all persons and vehicles entering TasPorts port facilities on a state-wide basis in a prompt and efficient manner
- Manage access compliance for visitors and temporary port users.
- Monitor established LRZ and WRZ with CCTV.
- Assist in identifying CCTV coverage gaps and reporting to Security Co-ordinator.
- Under MARSEC levels status:
 - Ensure all persons accessing the security regulated boundary have a valid MSIC and an operational need to be there;
 - Identify all persons or vehicles not involved in the response or with an operational need, and evacuate from port;
 - Prevent access by non-approved persons or vehicles;
 - Identify non-essential personnel on the port;
 - Communicate evacuation orders to all non-essential personnel;
 - Monitor the exit of personnel from the site; and
 - Monitoring ports to ensure no non-essential personnel remain in the area.
- Monitor ports and surrounding areas for signs of environmental damage or activities likely to cause damage and initiate response
- Monitor ports and surrounding areas for signs of WH&S breaches or activities likely to cause injury and initiate appropriate response
- Detect small vessels entering the port and people entering the port from the water side and report their arrival to appropriate port contacts.
- Detect and initiate response to alarms (Fire, Duress, Malfunction, Intrusion, doors)
- Detect evidence of criminal activity using CCTV and report to the Security Coordinator and Tasmania Police
- Liaise with internal and external stakeholders on all issues relating to port operations and security
- Support site emergency responses through the provision of situational awareness, communication and escalation support and protocols
- Monitor special events on the waterfront using CCTV
- Undertake administrative tasks associated with the Risk and Resilience Department as requested.

LEVEL OF RESPONSIBILITY / ACCOUNTABILITY

The position reports to the Manager Compliance and operates under established guidelines and work practices. The incumbent is responsible for a range of security and communications related functions and is required to clearly and succinctly convey information to relevant parties, prioritise own area of responsibility, solve problems relating to duties, and make timely and accurate decisions.

TasPorts Health, Safety and Environment Responsibility and Authority

Refer to Section 4.7 of the *TasPorts HSE Responsibility and Authority Procedure*

Supervisory Responsibility

Nil

KNOWLEDGE, SKILLS AND EXPERIENCE (SELECTION CRITERIA)

1. Working knowledge of the *Maritime Transport and Offshore Facilities Security Act and Regulations 2003* and *Aviation Transport Security Act and Regulations 2004*.
2. Experience in a Shipping or Operations environment with some knowledge of emergency response procedures.
3. Well-developed computer literacy skills, in particular, Microsoft Office applications and Cardax.
4. Demonstrated ability to provide a professional customer service.
5. Ability to work effectively autonomously in fast paced environments with competing priorities
6. Excellent verbal and written communication skills including the ability to communicate effectively with internal and external stakeholders.
7. Ability to follow direction, operating procedures and have attention to detail
8. Experience in the use of security systems including access control and CCTV monitoring systems.
9. Experience in the use of current radio and security technology.

QUALIFICATIONS

Essential

- Current Level IV OH&S Certificate
- Current Level II Security Operations Certificate
- Current Tasmanian Security Guard Licence (Monitoring Room)
- Current Workplace First Aid Certificate Level II (including defibrillator training)
- Current Radio Operators certificate of proficiency
- Maritime Security Identification Card (MSIC) and/or ability to obtain one
- Minimum typing speed of 50 words per minute with 90% accuracy
- Successful completion of psychometric test