

POSITION DESCRIPTION:

SECTION A: Position Context

Position Title	Security Supervisor
Position Grade	E2
Classification	Executive
Campus/School/ Unit	Sarawak Campus – Facilities & Services
Division	Student and Corporate Services
Term of Appointment	Permanent
Effective Date	November 2011

Position Purpose:

The position is an administrative position at the Branch Campus University in Sarawak. The person reports to the Manager, Facilities & Services and is responsible for areas as designated by the Manager, Facilities & Services.

The person will be responsible for ensuring the University's security and safety systems operate in accordance with specifications and to their maximum potential in order to provide a safe and secure working and studying environment, identifying related issues, proposing solutions to those related issues, directing all internal and external security and loss prevention resources to reduce or eliminate losses from all sources, knowledge in IT to integrate the security system of the campus, managing & monitoring of the security system and traffic management.

University Information:

Swinburne University of Technology is a large multi-sectoral and multi-campus institution with a stated mission to be a pre-eminent entrepreneurial university in the Asia-Pacific, thriving on new ideas and knowledge and exploiting its intersectoral heritage to create value for its stakeholders.

Swinburne has campuses in metropolitan Melbourne at Hawthorn, Prahran, Lilydale, Wantirna, Croydon and Healesville and an overseas branch campus university in Kuching, the capital city of the State of Sarawak in Malaysia. It also offers an increasing number of subjects and courses via the Internet. Its programs cover the education and training needs of over 40,000 students ranging from apprentices through to doctoral students.

Swinburne is proud of its close links with industry, business and the community generally. It has gained a prominent and respected name in education in Australia and overseas through:

- government funded programs and research;
- industry and business funded research;
- consultancy and training;
- fee-for-service teaching;
- an international focus for its curricula, student recruitment and operations.

The Branch Campus in Sarawak is a licensed branch campus university in Malaysia which offers selected undergraduate, postgraduate and research degree courses identical to those offered at other Swinburne campuses in Australia. It also offers pre-university foundation programs and a limited number of diploma programs. The branch campus was established in 2000 as Swinburne Sarawak Institute of Technology, and on gaining university status in Malaysia, it changed its name to Swinburne University of Technology (Sarawak Campus) in June 2004.

The Branch campus occupies a 16.5 acre site in central Kuching, the state capital of Sarawak. In 2010 the Sarawak Campus has approximately 4,000 students from Malaysia and other countries and plans to expand rapidly as its staff and facilities are developed in the next few years to allow a wider diversity of courses to be offered.

The branch campus university in Sarawak is a joint venture between Swinburne University of Technology in Australia and the State Government of Sarawak through two of its Foundations – Yayasan Sarawak and the Sarawak Higher Education Foundation. The academic operations of the campus are integrated with and overseen by the University in Australia.

Unit/School.Division

Facilities & Services

Security and Safety is one of the sub-units in Facilities & Services, under the Student & Corporate Services Division. Facilities & Services is responsible for handling the following:

- Renovation works & space planning
- Asset maintenance and management
- Utilities management
- Landscaping and pest control
- Facilities support / setting up for events and functions
- Occupational health and safety management
- Emergency management
- Mailing Services
- Transportation services
- Housekeeping services including cleanliness of the buildings and campus areas
- Security management of the buildings, campus areas, people, and properties of SUTS
- Traffic management

URL to web pages:

<http://www.swin.edu.au/hed/> and <http://www.swinburne.edu.my>

Participation on Committees:

The person may be required to participate on relevant committees as and when needed and as directed by the Manager, Facilities and Services, Director Administration, and/or the PVC & CE.

Supervision Reporting Relationships:

<u>This</u> positions' supervisor/manager	Manager, Facilities & Services
Other positions reporting to <u>this</u> position	Security Personnel

Location:

This position is located at the Sarawak campus.

SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

Key Responsibility Areas	
1.	<p>SECURITY, TRAFFIC & EMERGENCY PLANNING AND IMPLEMENTATION</p> <ul style="list-style-type: none"> Analyse problems, identify sources of problems, propose suitable solutions, test and implement proposed solutions effectively. Conduct and support sensitive investigations involving staff, students and assets. Implement security policies and procedures for the organization. Manage the daily functions of the unit to ensure safety of University assets, staff, students and property. Ensure compliance with applicable state and local laws and safety regulation. Maintain logs, certifications and documents required by laws and security policies and to train security on emergency procedures and implement safety, accidents and fire procedure. Plan and organise training programme to routinely train staff and student on security issues. Plan and enforce the Emergency Management system, including dangerous or threatening situation – fire / explosion, bomb threat hoax, act of violence and chemical or biological release. Manage, monitor and upgrade (whenever necessary) the University Security System. This includes CCTV Surveillance & Door Access System. Routine work requires CCTV playback, incident investigations, Door Access System database updates, and also to provide relevant reports for record purposes. Oversee the daily operational management of traffic flow – traffic control, wheel clamping and parking.
2.	<p>RELATIONSHIP MANAGEMENT</p> <ul style="list-style-type: none"> Liase and maintain good relationship with users (staff, students, visitors), vendors (mainly outsourced security services companies) and local enforcement authorities (e.g. Police, Traffic) and emergency services (e.g. 999, Medical, Fire Department). Be alert to the education industry / university trends, current security and safety issues as well as technology and update management on risk and threat that could impact the university.
3.	<p>CUSTOMER SERVICE</p> <ul style="list-style-type: none"> Cope with situations firmly, courteously, tactfully and with respect to the rights of others. Exercise teamwork, close working relationships with other units and display assertive hospitality to serve as a deterrent to crime. Able to response and react to emergency situation immediately and calmly.
4.	<p>GENERAL</p> <ul style="list-style-type: none"> Work effectively as a member of Facilities & Services, providing input, advice and assistance as required. Ensure policies and procedures related to security and traffic services are effectively managed and applied. Carry out regular review or when necessary.
5.	<p>OTHERS</p> <ul style="list-style-type: none"> Any other duties as required by the Manager, Facilities & Services, Director Administration and/or Chief Executive.

SECTION C: Key Selection Criteria

Qualifications: Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		Essential/ Highly Desirable / Preferable
1.	Bachelor's degree from a Malaysian or overseas university in an area relevant to the duties with 3 to 5 years of relevant working experiences.	Essential
2.	Those currently in military, police or security service with at least 5 years of working experience is preferred.	Highly Desirable

Experience / Knowledge / Attributes: Required by the person to successfully perform the positions key responsibilities.		Essential/ Highly Desirable / Preferable
1.	No criminal records.	Essential
2.	Strong analytical and problem solving skills to review, evaluate, recommend changes and develop and implement new programme as requirements.	Essential
3.	Able to work a flexible schedule, follow detailed procedures, and have good customer service skills. Able to work collegially and independent of intensive supervision.	Essential
4.	Ability to perform tasks assigned under tight deadlines and multiple demands. Ready to work beyond the normal office hours as and when required.	Essential
5.	Demonstrate integrity in handling sensitive information and ability in maintaining confidentiality of information.	Essential
6.	Ability to communicate in English and Bahasa Malaysia orally and in writing, to convey and elicit information effectively, and to develop cooperative working relationships with staff, students and contracted security guards.	Essential
7.	Pleasant personality, physically and mentally fit, strong self-discipline and mature.	Essential
8.	Familiar and have a working knowledge of civil and traffic law, security procedures in a PR/customer service atmosphere, and sound knowledge of investigation methodology.	Highly Desirable
9.	Familiar with the application of Microsoft Office to administrative systems and tasks, including demonstrated competence, reports writing, etc with office application such as word documents and spreadsheet packages.	Highly Desirable
10	Knowledge in IT to integrate the security systems of the campus.	Highly Desirable
11	Good command in spoken local dialects, such as local native dialects, etc.	Preferable
12	Basic knowledge of Occupational Safety and Health Act 1994 (Act 514).	Preferable

Swinburne Attributes:

Our attributes inform the selection process; however, a written response to the attributes is not required. The attributes are:

Building Organisational Capability	Demonstrates Personal Integrity	Manages Change Effectively
Builds Relationships	Drives Service Excellence	Provides Educational Leadership
Creates a Learning Environment	Exhibits Entrepreneurial Skills	Sets Direction

For information refer to the following weblink: **Swinburne Attributes**
(<http://www.swin.edu.au/corporate/hr/attributes/>).

Further Information:

Further information is available from Andrea Sim, Manager, Human Resources at telephone 416353 ext. 8756, fax 423594, email asim@swinburne.edu.my

Applications:

Applications should include with their application a detailed CV summarising qualifications, experience and other matters considered relevant to the application.

The University has a policy requiring successful applicants to produce evidence of all formal qualifications at the time of commencing employment.

I accept the Position Description as stated above and that the Position Description may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to position descriptions will be in accordance with the position grade and category, and consistent with the purpose for which the position was established.

Name:

Date:

Signature: