



Security Officer, Security Control room
NGA Level 2
Position Number – Several Vacancies
\$ 51, 545 – \$ 57, 275 per annum
Full-time - Ongoing

THE POSITION

Reporting to the Assistant Manager Security the Security Officer provides an efficient and effective security service which protects:

- the National Gallery's works of art
- ensures the safety and service needs of visitors and staff
- seeks to enhance visitor experience; and
- supports the objectives and strategies identified in the National Gallery's Corporate Plan.

As weekend and shift work is expected with this role, weekend, public holiday and shift penalty apply in accordance with the National Gallery's Enterprise Agreement.

HOW TO APPLY

You should provide a tailored CV (**maximum of three pages**) along with a statement of no more than **two pages** that outlines your skills, capabilities and experience, against the 'Overview of the role' and 'Our ideal candidate' information.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the 'Who are we looking for?' section.

Further, try not to duplicate information that can be found in your CV, but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

If you would like to apply please send your application through to Recruitment@nga.gov.au.

CONTACT

Further information about the position may be obtained by contacting Michelle Izzard on +61 6240 6495 or Michelle.Izzard@nga.gov.au. The Recruitment Officer may also be contacted on +61 6240 6495.

CLOSING DATE

Applications **close at midnight on Sunday, 15 May 2022** and should be emailed to recruitment@nga.gov.au.



Position title	Security Officer, Security Control Room
Position number	Several Vacancies
National Gallery level	NGA 2
Employment type	Full-time - Ongoing
Department	Facilities Management
Portfolio	Security
Immediate supervisor	Assistant Security Manager
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check Security Clearance – Baseline Certificate II in Security Operations

ABOUT THE GALLERY

The National Gallery is one of Australia's leading visual arts institutions. The Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to inspire creativity, inclusivity, engagement and learning through artists and art. Our Mission is to lead a progressive national cultural agenda by championing art and its value in our lives. Our Values include excellence, creativity, courage, respect, and accountability.

The Security Section sits within Facilities Management Department under the Capital Works Portfolio and, is responsible for the safety of the public and staff, as well as the protection and preservation of the national collection. The Security Section has a small inhouse team that manages a Security Control Room and, provides administrative oversight of various contracts as well as contracted security guarding within gallery spaces.

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WORKING AT THE GALLERY

When you work at the National Gallery you will be exposed to some of the world's leading Australian and international art and artists. We are located in the parliamentary triangle on the waterfront where you can spend time exploring our beautiful sculpture garden or walking or cycling around Lake Burley Griffin.

We support flexible working practices, and you will have access to low-cost, onsite car parking.

The National Gallery is committed to the health, safety and wellbeing of our people and we expect our people to share this commitment and work safely at all times.

We value the contribution that a diverse workforce brings, and applications are encouraged from First Nations people, people with a disability, culturally and linguistically diverse people and LGBTQI people.

OVERVIEW OF THE ROLE

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OUR IDEAL CANDIDATE

Our ideal candidate is a certified security officer who has an understanding of security control room operations, including basic knowledge of electronic and physical security systems. You will have a good understanding of protective security, particularly as it relates to a cultural institution environment.

Working collaboratively with others is important you demonstrated through your desire to work as part of a team to provide excellent customer service with an ability to remain calm in potentially stressful circumstances. You have good administrative skills and follow processes with a commitment to continued development.

You should have good written and verbal communication skills and be able to work well in a team. You have a commitment to the ongoing development of your skills and knowledge and participating in team building activities.

You will have a level of fitness required for the duties of this position which you maintain along with a high standard of dress and personal presentation with a willingness and ability to undertake shift work that may require overtime, night shift and weekend work.

WHAT WILL YOU DO

In accordance with APS 2 work level standards, you will:

- Assist in providing the security and safety of visitors, staff, buildings and the National Gallery assets including the works of art.



- Operate, monitor and assist in ensuring the ongoing effective operation of the National Gallery's electronic security systems, (including alarm systems, closed circuit television, access control system, fire systems and the radio network).
- Participate in risk management procedures for maintenance of security hardware/equipment and monitor and report on the effectiveness of associated maintenance programs.
- Control and monitor access/egress of staff, visitors, vehicles and contractors.
- Participate in the National Gallery's information/incident reporting service by providing oral and written reports as appropriate.
- Perform duties as first point of contact for many NGA visitors at Security Control Room and perform these duties in a professional manner.
- Participate in, and be prepared to take charge of, the National Gallery's emergency evacuation procedures and contribute to disaster prevention and recovery strategies.
- Perform duties as Chief Fire Warden and First Aid duties as required.
- Assist NGA Security management by supervising on site contract guards, and performance of tasks as required.

Who we are looking for

In order to successfully undertake this role, you will have at least a certificate II in security operations and be able to demonstrate, or have the potential to develop the following, you will:

- Show judgement, intelligence and common sense when working with the public, staff and contractors. Identifies issues that may impact on designated tasks and alerts your manager and be able to suggest improvements to work tasks.
- Respond positively to change by assisting in creating and maintaining work schedules. Responds in a positive manner to change. Shares information with others. Be adaptable in your approach and willing to be flexible to accommodate the changing needs of the team.
- Communicate messages clearly with the ability to structure both oral and written communication so that it is easily followed.
- Nurture internal and external relationships by building and maintaining positive relationships with team members, staff, and visitors of the National Gallery.
- Demonstrate public service professionalism and probity by adopting a principled approach and adhering to the National Gallery's Values and Code of Conduct. Act in a professional manner at all times and operate within the boundaries of the National Gallery's processes and legal and public policy constraints.

HOW TO APPLY

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Qualifications, Certifications and Registrations

- Australian Citizenship
- Police check
- The ability to obtain and maintain a Baseline Security Clearance
- Certificate II in Security Operation
- First Aid Certificate or the ability to obtain and maintain the relevant first aid qualification

Contact

Further information about the position may be obtained by contacting Michelle Izzard on +61 6240 6495 or Michelle.Izzard@nga.gov.au. The Recruitment Officer may also be contacted on +61 6240 6495.

Note: In line with National Gallery recruitment practices, you must hold Australian Citizenship and satisfy a police check. The requirement to hold Australian Citizenship may be waived under exceptional circumstances.