



Position title	Security Officer
National Gallery level	NGA Level 2
Position number	Position No. Sec 175
Employment type	Casual
Department	Facilities management
Portfolio	Building Services and Infrastructure
Immediate supervisor	Assistant Manager, Security
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship National Criminal History Check Current First Aid Certificate CPP20218 - Certificate II in Security Operations

ABOUT THE GALLERY

The National Gallery is one of Australia's leading visual arts institutions. The National 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 be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include excellence, creativity, courage, respect, and accountability.

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 National triangle on the waterfront and your lunchtimes can be spent in our beautiful sculpture garden or around Lake Burley Griffin.

We support flexible working practices, including working from home, 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 encourage people from a diverse background to apply. This might include identifying as First Nations peoples, people with a disability, culturally and linguistically diverse people and LGBTQIA+ people.

OVERVIEW OF THE ROLE

The National Gallery of Australia's Security Department aims to deliver a high-quality security service that safeguards the National Gallery's art collections, guarantees the safety and satisfaction of staff and visitors, improves the visitor experience, and aligns with the objectives outlined in the Gallery's Corporate Plan.

As part of the Security team, your role involves delivering professional, client-oriented security services in a dynamic team setting.

As a valued member of the National Gallery's Security team, you are tasked with delivering professional, front-line security operations that prioritize client service within a collaborative team environment.

In your role as a Security Officer, you will be responsible for:

- Protecting the National Collection,
- Ensuring the safety and meeting the service needs of visitors and staff,
- Aligning with the goals and strategies outlined in the National Gallery's Corporate Plan.

Compensation includes shift loadings and penalties, in accordance with the Gallery's Enterprise Agreement.

An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

If you do not wish to be added to an order of merit, please notify us in your application.

This is a non-ongoing, casual employment opportunity available within the Building Services and Infrastructure Department. Contracts are annually renewable, based on the Gallery's requirements.

OUR IDEAL CANDIDATE

We are looking for candidates who are results-oriented, responsible, and possess security experience. To excel in this position, candidates should demonstrate:

- Strong communication and liaison skills, with the capacity to stay composed under stress.
- Familiarity with security control room operations, and a solid understanding of electronic and physical security systems.
- Solid understanding of protective security principles.
- Openness to shift work and maintaining a level of physical fitness appropriate for job duties.
- Commitment to fostering workplace diversity and engaging in participative management practices.
- Show a readiness to learn and adapt to new technological systems and platforms, with an emphasis on quickly understanding and applying new technologies to improve work processes.

WHAT WILL YOU DO?

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

- Perform front-line and operational security tasks to support the National Gallery's operations.
- Operate and ensure the smooth functioning of the Gallery's electronic security systems, including alarms, CCTV, access controls, fire systems, and radios.
- Perform in-house maintenance of security equipment and report on the efficacy of maintenance programs.
- Manage entry and exit processes for staff and contractors, maintaining security with effective access control and identification verification, in coordination with operational and administrative security personnel.
- Handle security incidents and emergencies effectively.
- Contribute to the Gallery's information and incident reporting by delivering both verbal and written reports.

- Deliver outstanding customer service to visitors, occupants, members, and guests of the National Gallery.
- Provide first aid services as needed.

WHO ARE WE LOOKING FOR

To be successful in this role you will need to demonstrate, or have the ability to develop the following,

You will:

Nurture internal and external stakeholder relationships, by building and sustaining positive relationships with team members and stakeholders. You will actively participate in supporting your team and work responsibilities.

Supports shared purpose and direction, by understanding and supporting the organisation's vision, mission, and business objectives. You will follow directions provided by your supervisor, recognise how your work contributes to the achievement of team and section goals, and understand the reasons for decisions and recommendations.

Applies and builds professional expertise, by contributing your expertise to achieve outcomes for the business unit.

Promotes and adopts a positive and balanced approach to work, by working as directed to achieve work objectives, even in difficult circumstances. You will remain positive and respond to pressure in a calm manner.

Communicates clearly, by communicating messages clearly and concisely. You will focus on key points, use appropriate language, and structure written and oral communication so it is easy to follow.

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 'Our ideal candidate' information above.

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.

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.

As part of your application process, we ask that you also complete the [personal particulars form](#) as well.

To apply for this role please forward your application to recruitment@nga.gov.au.

ELIGIBILITY:

Citizenship - To be eligible for employment with the Gallery, you must be an Australian citizen.

National Criminal History Check - To be eligible for this role you must complete a National Criminal History Check.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations

Role specific mandatory qualifications certification and/or registrations include:

- Possess a Certificate II in Security Operations
- Hold a current First Aid Certificate

Work, Health & Safety Obligations

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.

This role is required to ensure that they meet duty of care obligations as required under WHS legislation. This is achieved by:

- being accountable and taking ownership of health and safety matters within their control or ability to promote a culture of health and safety within the National Gallery
- working with colleagues to enhance health and safety and ensure that it becomes a part of everyday National Gallery business.
- completing health and safety reporting in an accurate and timely manner.

Contact

Further information about the position may be obtained by contacting Paul Lim on paul.lim@nga.gov.au.