



Position title	Security Officer
National Gallery level	NGA Level 3
Position number	Position No. 1575
Employment type	Ongoing – Full-time
Department	Security
Portfolio	Building Services and Infrastructure
Immediate supervisor	Assistant Manager, Security
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check

ABOUT THE GALLERY – ABOUT OUR TEAM

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 parliamentary 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 encouraged 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

As a member of the National Gallery's Security team, you are expected to provide professional front-line, operational and client focussed security functions, whilst operating in a dynamic team environment.

As part of the Security Officer role, you will provide 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.

This is a full-time, ongoing employment opportunity available within the Facilities Management Department.

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 an important part of this role, your desire to work as part of a team to provide excellent customer service with an ability to remain calm in potentially stressful circumstances will be to your advantage. You will have good administrative skills and be able to follow processes with a commitment to continued development.

You will have good written and verbal communication skills with an ongoing commitment to develop your skills and knowledge in a cultural institution and participate in team building activities.

To be successful in this role you are required to have a level of fitness, which you will maintain along with a high standard of dress and personal presentation. Your ability and willingness to undertake shift work that may require overtime, night shift and weekend work will be to your advantage.

WHAT WILL YOU DO?

In accordance with the APS 3 work level standards, you will:

- Assist in providing the security and safety of visitors, staff, buildings and the Gallery assets including the works of art
- Operate, monitor and assist in ensuring the ongoing effective operation of the 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 to the Gallery
- Participate in the Gallery's information/incident reporting services by assisting in providing oral and written reports as appropriate
- Perform duties as a first point of contact for many Gallery visitors at Security Control Room and always perform these duties in a professional manner
- Participate in, and be prepared to take charge of, the 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 the Gallery Security management by supervising on site contract guards, and performance of tasks as required.

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:

- **Show judgement, intelligence and common sense** when working with the public, staff and contractors. You can identify issues that may impact on your designated tasks, and you will feel comfortable alerting your manager.
- **Respond positively to change** and share information with others when applicable. You can be adaptable in your approach and be willing to be flexible when accommodating to the changing needs of the team.
- **Nurture internal and external relationships** by building and maintaining positive working relationships with team members, staff and visitors of the Gallery.
- **Demonstrate public service professionalism** by adopting a principled approach and adhering to the Gallery's Values and Code of Conduct. You will act in a professional manner at all times and operate within the boundaries of the Gallery's processes and legal and public policy constraints.

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.

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

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations <retain if relevant>

To be eligible for this role you **must**

- hold an Australian Citizenship
- satisfy a police check and
- The ability to obtain and maintain a Baseline Security Clearance

Role specific mandatory qualifications certification and/or registrations include:

- Certificate II in Security Operation
- First Aid Certificate or the ability to obtain and maintain the relevant first aid qualification

Work, Health & Safety Obligations

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

Contact

Further information about the position may be obtained by contacting Simon D'Arcey on +61 2 6240 6537 or simon.darcey@nga.gov.au.