

LES Position Description

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	SUV006
POSITION TITLE	Security Manager
CLASSIFICATION	LE5
SECTION	Corporate and Consular Section
REPORTS TO (TITLE)	Counsellor (Management) and Consul-General

About The Department of Foreign Affairs and Trade

The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high quality overseas aid program and helping Australian travellers and Australians overseas. The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional and bilateral interests.

About the position


Under limited direction, the Security Manager is responsible for the delivery of high level security services at the Australian High Commission Fiji and for the maintenance of physical security at the Chancery compound and residences of Australian-based staff in Suva and Nadi. The Security Manager also manages security-related budgets and procurement and contract management and oversees a large footprint of local security guards.

This is a security designated assessed position. Candidates applying for this position must have, or be able to obtain, an Australian Government security clearance (Negative Vetting Level 1) and must therefore be a citizen of Australia, Canada, New Zealand, the United States of America or the United Kingdom. Candidates must also hold a relevant work permit which allows them to work at a diplomatic mission in Fiji.

This position will be offered as a fixed term, up to a maximum period of three years.

Key responsibilities of the position include but are not limited to:

- Lead, manage and coordinate the workflow and outcomes for a small team delivering security services to DFAT and partner agencies in line with the Head Arrangement.
- Provide strategic and evidence-based advice on security issues, vulnerabilities, risks and opportunities in line with the Australian Government's Protective Security Policy Framework and DFAT's Security Framework.
- Manage the day-to-day physical security of the High Commission and Australian-based staff residences, including conducting risk assessments, investigations and security inspections and providing training and briefings to staff, domestic staff, visitors and families on general security, alarms and emergency radio equipment.
- Manage the High Commission's security budget, including formulating an annual budget proposal and monitoring monthly accounts and spending patterns.
- Manage and oversee the High Commission's guarding contract and other security procurement and contract management arrangements.
- Manage maintenance schedules of security infrastructure and security projects.

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- Develop and maintain a network of local security and emergency service contacts and work closely with the Regional Security Officer to ensure the High Commission's security posture is appropriate and is continuously improving.
 - Supervise and mentor the Assistant Security Manager, including managing performance, and oversee the management of a large guarding footprint to ensure guards meet requirements and are appropriately trained and supported.

Required Qualifications/Experience/Knowledge/Skills

- Australian Government security clearance is required (or the ability to obtain one).
- Experience managing security guards and guarding contracts.
- Demonstrated experience or knowledge in contemporary security management practices and services.
- Demonstrated experience in financial, procurement and contract management.
- Demonstrated ability to effectively lead a team to achieve business objectives.
- Strong ICT skills, including with Microsoft Office suite.
- Sound judgement, initiative, and ability to identify issues, produce high level advice and develop solutions.
- Excellent communication and interpersonal skills, including the ability to maintain confidentiality and exercise discretion.
- High level attention to detail, solid organisation skills and ability to operate with autonomy and accountability.