



## POSITION DESCRIPTION/SPECIFICATION

### 1. POSITION IDENTIFICATION

<b>Title</b>	Coordinator Systems and Security	<b>Level</b>	8/9
<b>Business Unit</b>	Community Safety	<b>Position Number</b>	00948
<b>Directorate</b>	Planning and Community Development	<b>Date Established</b>	April 2025
<b>Reporting to</b>	Manager Community Safety	<b>Date Updated</b>	April 2025

### 2. KEY OBJECTIVES

- Oversee the planning and execution of continuous improvement initiatives related to the Business Unit and ensure that all improvements are aligned with organisational goals.
- Oversee the management of building access control and security systems, ensuring required access protocols are followed for employees, visitors, and contractors.
- Supervise the sub-unit, daily operations, and maintenance of CCTV systems, ensuring they meet requirements, function optimally, and comply with relevant regulations.
- Lead and manage various projects undertaken by the sub-unit, including but not limited to CCTV, systems, access control, security, and process improvement.
- Assess and update relevant City policies, frameworks, and procedures to ensure optimum efficiency and compliance with applicable legislation and regulations.

### 3. KEY ACCOUNTABILITIES

- Undertake activities in accordance with legislation, policies, protocols, procedures, work instructions, adopted practices and the Business Unit Plan.
- Ensure key projects are developed, and implemented in accordance with the City's strategies, plans, protocols, procedures and adopted practices, budgets and relevant legislation.
- People management activities are undertaken in accordance with relevant legislative requirements and City protocols and procedures.
- Financial management activities are undertaken in accordance with the City's procedures and processes.
- Ensure prompt and accurate capture of corporate information and documentation in accordance with the City's record keeping system and associated policies, protocols, and practices.
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant protocols and procedures.
- Comply with Work, Health and Safety (WHS) legislation, City protocols, procedures and other WHS related requirements, and actively support the City safety systems.

#### 4. **KEY ACTIVITIES**

##### **ACTIVITIES**

###### **Outcome: Strategic Functions**

- Coordinate, develop and implement the City's CCTV Strategy, Framework and processes including development of a Memorandum of Understanding with WA Police and other relevant agencies.
- Coordinate, develop and implement the City's access control and security framework and processes.
- Identify opportunities to enhance service delivery and improve responsiveness.
- Contribute to the development and implementation of the annual business unit plan.
- Coordinate and deliver complex projects relating to the City's relative strategic and corporate plans.
- Prepare and deliver high level reports to the Executive Leadership Team and Council on the implementation and progress of strategic initiatives.
- Keep informed of contemporary issues and industry trends, share knowledge and drive initiatives for new opportunities.

###### **Outcome: Operational Functions**

- Responsible for the management of the City's CCTV, access control, and security assets.
- Responsible for systems, and process improvements related to the Community Safety Team functions.
- Responsible for the leadership and management of the continuous improvement, knowledge management, systems and security members within the sub-team.
- Oversee the delivery of strategic plans relating to each of the sub-team areas.
- Report on deliverables as detailed in the business unit plan and service level statements relating to the specialist areas.
- Oversee the delivery and implementation of relevant community and business unit systems and equipment.
- Analyse and review business information, contribute to the development of policy and make recommendations to improve business unit performance and outcomes.
- Prepare business cases, discussion papers and other reports relevant to the specialist areas.
- Development and management of data collection and reporting relative to the specialist team including service level and KPIs.
- Maintain a high-level of internal and external stakeholder engagement management.
- Undertake tender processes and oversee the implementation and ongoing performance and management of related contracts.

###### **Outcome: Project Management**

- Undertake complex projects and studies including, but not limited to, the implementation of new initiatives and continuous improvement projects.
- Develop Project Plans for each project including scoping, establishment of deliverables and objectives, budget, project schedule, communication plan and risk management.
- Undertake project monitoring and prepare relevant project reporting documentation.

###### **Outcome: People Management**

- Responsible for employee recruitment and induction requirements.
- Manage employee performance, monitor probation and set performance targets for employees.
- Provide ongoing supervision, guidance and provide appropriate feedback to employees.

- Provide leadership, coaching and on-the-job training for employees.
- Manage a range of employee issues in consultation with Human Resources.
- Perform other duties as requested within the scope of this level and in accordance with skills, knowledge and experience.

## **5. WORK RELATED REQUIREMENTS**

### **Essential Skills, Knowledge, Experience and Qualifications:**

#### **Highly Developed Skills:**

- Written communication, including the ability to prepare high level reports.
- Interpersonal, influencing, conflict resolution and negotiation to positively manage stakeholder relationships.
- Decision making and problem-solving.
- Time management.
- Research and analytical skills.
- Leadership, coaching, feedback, and people management.

#### **Comprehensive Knowledge:**

- Project management principles and practices
- Local Government compliance responsibilities
- Knowledge of research tools and reporting outputs

#### **Experience in:**

- Providing coordination of the preparation of specialist reports.
- Leading a team to implement specialist platforms, systems, and software.
- Demonstrated experience in working with key stakeholders (internal and external) to engage them in relevant projects, programs, and policies.

#### **Qualifications/Clearances:**

- Relevant IT, Security Science, and/or project management tertiary qualification or equivalent extensive experience.
- Current National Police Certificate.
- Current WA 'C' Class Driver's Licence.

## **6. EXTENT OF AUTHORITY**

- Manages a work area of the City at a higher level of ability.
- Provides expert advice and support to a remote workforce out of hours.
- Has significant delegated authority.
- Responsible for the control and coordination of a work area including resources, quality, effectiveness, cost and timeliness of the programs/projects under their control.
- Required to use professional knowledge and approach to solve complex problems.
- Decisions and actions may have a significant effect on the projects, programs and work area being coordinated.

## **7. WORKING RELATIONSHIPS**

### **Level of Supervision:**

- Works under broad direction

**Internal:**

- All other Business Units
- City contractors or consultants where relevant

**External:**

- Federal, State and Local government representatives/agencies
- Non-government and grant funding agencies
- Western Australian Local Government Association
- Community groups, residents and rate payers
- Other stakeholders as required.

**8. POSITION DIMENSIONS**

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	3
--	---