

POSITION DESCRIPTION

Campus Safety and Security Coordinator



POSITION DETAILS

Position Title	Campus Safety and Security Coordinator
Classification	HEW Level 7
Position Number	Multiple
School/Office	Property and Commercial
Division	Operations

POSITION PURPOSE

The Campus Safety and Security Coordinator is responsible for the delivery of operational safety and security services across multiple campuses. The role supervises contract security staff, manages traffic and parking compliance, and ensures the safety of the University community. It plays a key role in emergency preparedness, incident response, and stakeholder engagement to maintain a secure and welcoming campus environment.

KEY ACCOUNTABILITIES

- Lead and supervise campus-based security teams to ensure effective coverage, compliance, and service delivery.
- Coordinate traffic and parking operations, including enforcement, dispute resolution, and shuttle services.
- Manage emergency procedures and training, including warden programs and evacuation drills.
- Oversee investigations into safety incidents, theft, misconduct, and criminal activity, escalating as required.
- Maintain accurate records and reports using University systems to support incident tracking and compliance.
- Engage with internal and external stakeholders, including Police, contractors, and University staff, to ensure collaborative safety outcomes.
- Monitor and report on contractor performance, service delivery issues, and operational risks.
- Provide input into policy and procedure development to improve safety and security practices.
- Support WHS compliance and ensure safe working practices across all supervised activities.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Current NSW 1A Security Licence and Working With Children clearance.
- Certificate IV in Security Management or related discipline.
- Demonstrated experience supervising security teams and contractors.
- Knowledge of relevant legislation and standards, including Crimes Act (NSW), Security Industry Act, Security Industry Regulation and AS3745.
- Proven ability to manage emergency response plans and training programs.
- Strong organisational, customer service, and problem-solving skills.
- High-level written and verbal communication skills.
- Ability to prepare complex reports and meet deadlines.
- Sound understanding of WHS practices in the security industry.
- Availability to work on-call and outside ordinary hours.

KEY RELATIONSHIPS

This position reports to: Operations Manager, Enabling

This position supervises: This position may hold supervisory responsibilities

Key internal relationships:

- Operations Manager, Enabling
- Associate Director, Safety and Campus Delivery
- Security Officers
- P&C Staff
- University community

Key external relationships:

- Local Police Area Command
- Visitors and contractors

CHALLENGES

- Balancing operational demands across multiple campuses.
- Responding to incidents and emergencies in real time.
- Managing contractor performance and compliance.
- Maintaining stakeholder relationships while enforcing policy.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by: Office for People

Date: