

Position Description

Position Title:	Manger of Security
Reports to:	Director Corporate Support Services
Department:	Security
Directorate:	Capital Projects, Infrastructure & Support Services
Cost centre:	R0404
Code & classification:	Grade 5, Level 1 – 5 (HS5; HS30 – HS33)
Employment conditions:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 – 2025 and its successors, and GV Health Policies and Procedures (and as varied from time to time)

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

GV Health Manager of Security is responsible for leading the security department and operationally managing and maintaining a safe and secure environment for patients, staff and visitors, as well as GV health assets, facilities and resources. Working with others to manage dangerous or unsafe conditions or incidents.

The Manager of Security provides leadership to the security team and works collaboratively with clinical and non-clinical departments, law enforcement, emergency services and other community groups. The Manager of Security reports directly to the Director or Corporate Support Services.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to

- Lead develop and maintain comprehensive security services across GV Health in line with Occupational Health and Safety Act 2004 (Vic), Health Services Act 1988, Mental Health and Wellbeing Act 2022, Privacy Data Protection Act 2014 (Vic)
- Laisse with staff across all shifts to ensure compliance has been meet when dealing with consumers and the P.A.C.E.R. principles are utilised when attending to codes across GV Health sites
- Conduct regular risk assessments and implement mitigation strategies in accordance with the Department Health Victorian Guidelines
- Report to Director Corporate Support Services issues relating to reportable incidents that impact the safety of patients, visitors, contractors and staff within the prescribed timeframes
- Implement dashboard/online system/Electronic Key Management System to enhance reporting set against key performance indicators ensuring trends are analysed and reported
- Development of forward planning to meet budget requirements
- Understand and act in accordance with the GV Health Code of Conduct, values and relevant policies, procedures and guidelines
- Enforce the strict Closed Circuit, Television (CCTV) - Use, Management, Access & Retention Procedure and maintain security incident records

- Where relevant develop and maintain collaborate relationships with all GVH Teams, Professionals, Consumers and the Community in the development, implementation and review of health service planning, policies and quality improvement activities including participating in the Emergency Response Team
- Improve performance by seeking feedback, setting goals and participating in annual performance reviews
- Demonstrate sensitivity, empathy and respect for staff, volunteers and consumers, values and spiritual beliefs of others at all times
- Understand and operate within organisational reporting structure
- Maintain confidentiality in regard to all information concerning GV Health, its consumers and employees
- Assist with the supervision of students where appropriate
- Comply with the principles of Patient and Family Centred Care
- Promote GV Health as a quality regional health service provider

POSITIONS REPORTING TO THIS ROLE

- Security Supervisor

Responsibilities for Management positions:

- Actively manage employees by conducting annual performance reviews and ensuring that health and safety, all Mandatory Training, employment principles and legislative requirements are met;
- Identify employee education and development needs, recognise competencies of employees and ensure employees complete compulsory competencies;
- Participate in supervision of graduates, junior employees, students, orientation programs, preceptorship, mentoring and performance enhancement responsibilities;
- Provide opportunities for staff to attend mandatory core competencies and monitor compliance;
- Actively recruit and manage all aspects of workforce demands;
- Computer literacy at intermediate level for Microsoft applications;
- Demonstrated business planning, policy, financial and human resources management skills;
- Ensure Budgetary requirements are met including managing excessive leave balances
- Develop and maintain collaborative relationships internally and externally
- Compliance with all accreditation and compliance standards

KEY SELECTION CRITERIA

Formal Qualification(s) and Required Registration(s):

- Certificate II in Security Operations (unarmed)
- Current Security Licence (Victorian)

Essential:

- Proven experience in Healthcare Services leadership
- Experience working with technology platforms and CCTV Management Systems

Desirable:

- Diploma or higher qualification in security management/risk management/emergency management
- Certificate in Leadership of Management or equivalent
- Three to five years' experience in a management role in the Security or Health Sector

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Development and maintaining of collaborative relationships with all other teams and professionals
- Promoting and enabling of efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity

AT GV HEALTH ALL STAFF ARE REQUIRED TO

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment;
- Maintain a safe working environment for yourself, your colleagues and members of the public;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete the mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
- Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Department of Health Victoria;
- Comply with all applicable to position pre-employment checks, which may include but is not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.

ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that The GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

Capital Projects, Infrastructure and Support Services

Manager of Security

Reviewed by:

Director Corporate Support Services

Issue Date:

June 2025

ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)