



Courts Administration Authority JOB PROFILE

Position	Security and Training Coordinator
Division	Sheriff's Office
Remuneration	ASO5

THE ORGANISATION

The Courts Administration Authority is constituted by the *Courts Administration Act 1993*. The Act established the State Courts Administration Council as an administrative authority independent of control by executive government and to confer on the Council power to provide courts with the administrative facilities and services necessary for the proper administration of justice.

Participating courts of the Authority are the Supreme Court, District Court, Environment, Resources and Development Court, Youth Court, Magistrates Court, and the Coroner's Court.

THE SHERIFF OFFICE

The Sheriff is a statutory officer appointed pursuant to the *Sheriff's Act 1978* on the recommendation of the Chief Justice of the Supreme Court. The Sheriff's Office was first established by the *Supreme Court Act 1837*, which provided that the Court should have Ministerial and other officers for the administration of justice in the Court, and for the execution of judgments and other orders.

The Sheriff has in excess of 150 uniformed officers trained in all aspects of the work of the Sheriff, including provision of emergency services, security, prisoner security and in-court support. The Sheriff also has in approximately 40 Enforcement Sheriff's Officers who serve and execute civil and criminal orders throughout South Australia.

THE ROLE

The Security and Training Coordinator reports to the Deputy Sheriff Court Services and is responsible for leading, delivering and coordinating operational training, compliance and security assurance activities across the Sheriff's Office.

The primary purpose of the role is to strengthen operational capability, governance oversight and audit readiness through the delivery of structured training frameworks and the coordination of security, compliance and assurance functions. The role ensures training is practically applied within operational environments and that security standards, procedures and controls are consistently implemented and monitored.

As required, the incumbent will undertake duties as a security officer under the *Sheriff's Act 1978* to contribute to the overall security of CAA facilities and infrastructure, members of the judiciary, staff of the CAA and court users.

KEY RELATIONSHIPS

The Security and Training Coordinator reports to the Deputy Sheriff Court Services and works collaboratively with other members of the Sheriff's Office, including but not limited to the Sheriff, Deputy Sheriff Enforcement, Jury and Registry Services, Operations Managers, Operations Supervisors, Senior Sheriff's Officers and Sheriff's Officers to deliver outcomes.

The Security and Training Coordinator is also required to maintain a strong working relationship with other managers and employees across the CAA, and other relevant internal and external stakeholders.

KEY ACCOUNTABILITIES / RESPONSIBILITIES

The Security and Training Coordinator will achieve the following objectives and key outcomes by undertaking the activities including but not limited to:

Training and Capability

- Oversee implementation of the Sheriff's Office Training Plan, including the delivery and scheduling of operational training, resource allocation, competency assessment, retraining requirements and evaluation of outcomes.
- Establish and maintain governance-based training compliance frameworks to ensure mandatory requirements are met and aligned with legislative and operational needs.
- Monitor and analyse training needs and capability gaps, identify emerging risks or trends, and contribute to workforce planning and continuous improvement.
- Coordinate end-to-end training logistics, engage and consult with key stakeholders, and prepare comprehensive reports on training performance and effectiveness.

Security, Compliance and Assurance

- Coordinate and support security governance activities including audits, inspections and compliance reviews relating to court security, equipment, access controls and operational procedures.
- Assist in the development, review and implementation of security policies, procedures and assurance frameworks to ensure alignment and compliance with legislative and organisational requirements.

Organisational Contribution

- Complying with the requirements of the *Work Health and Safety Act 2012*, *Work Health and Safety Regulations 2012*, principles and practice.
- Model ethical behaviour and practices consistent with the SA Government Code of Ethics for Public Sector Employees.

SELECTION CRITERIA

Essential

- Demonstrated ability to work under limited direction to coordinate training, security and compliance functions within a complex operational environment.
- Strong analytical capability, including the ability to interpret data, conduct audits or reviews, identify risks and provide evidence-based recommendations.
- Demonstrated experience in developing and/or maintaining governance, compliance or assurance frameworks.
- Excellent written and verbal communication skills, including the preparation of reports, briefings and recommendations for senior stakeholders.
- Demonstrated experience coordinating and delivering operational training programs, including competency assessment and adult learning principles.

OFFICIAL

- Proven organisational skills with the ability to manage competing priorities, meet deadlines and maintain accurate records in a regulated environment.
- Experience providing technical operational advice on security, compliance or risk-related matters.
- Knowledge of Support Protective Security Framework (PSF) processes and best practices.

Desirable Qualifications

- Current TAE40122 Certificate IV in Training and Assessment or equivalent.
- Current HLTAID003 Provide first aid plus HLTAID001 Provide cardiopulmonary resuscitation (CPR) certificate

SPECIAL CONDITIONS

The following special conditions apply to this position:

- Appointment is under the *Courts Administration Act 1993*. Terms and conditions of employment are governed by the *Public Sector Act 2009*.
- This role is identified as a Prescribed Position and the successful applicant is required to obtain a Working with Children Check (WWCC) prior to employment with the CAA, which must be renewed every five years before expiry. WWCC's can be obtained through the Department of Human Services (DHS) Screening Unit.
- Appointment is dependent upon a current National Police Certificate that the CAA finds satisfactory.
- Will be required to hold an appointment as a security officer pursuant to the *Sheriff's Act 1978*.
- Will be required to wear regulation issue uniform whilst undertaking functions as a security officer.
- Ability to physically and psychologically perform all duties of the position, including working in a cell environment, managing conflict and physically restraining persons.
- May be directed to work in any city/metropolitan location either on a temporary or ongoing basis.

You may also be required to:

- Undertake intra or interstate travel that may necessitate overnight absences.
- Work outside of the normal hours of work.
- Be assigned to another position at the same remuneration level if required by the State Courts Administrator.