

# Position Description

## Advisor, Security and Emergency Operations

### Why work with us

Every child and young person deserves a great education.

We have a strategy that aims to unlock every child’s potential now and into the future, one that in partnership with learners, students, parents and the wider South Australian community will build a world-leading public education system. One that is equitable and prioritises learning and wellbeing.

Together we will make our education system the best it can be.

When our children and young people thrive, so do our communities and our state.

### Our values

We are part of the South Australian public sector and share the values of:

							
<b>SERVICE</b>	<b>PROFESSIONALISM</b>	<b>TRUST</b>	<b>RESPECT</b>	<b>COLLABORATION &amp; ENGAGEMENT</b>	<b>HONESTY &amp; INTEGRITY</b>	<b>COURAGE &amp; TENACITY</b>	<b>SUSTAINABILITY</b>
We proudly service the community and the South Australian Government.	We strive for excellence.	We have the confidence in the ability of others.	We value every individual.	We create solutions together.	We act truthfully, consistently, and fairly.	We never give up.	We work to get the best results for current and future generations of South Australians.

### About this role

The Advisor, Security & Emergency Operations provides specialist advice, coordination and support to ensure the agency maintains effective security, emergency management, and resilience arrangements in accordance with government policy, legislation, and organisational needs.

The role contributes to the development, implementation and continuous improvement of security, emergency, business continuity and incident-management frameworks. It provides expert guidance, risk assessments, planning, training coordination and reporting to enhance preparedness, response and recovery capabilities across the agency.

Working under limited direction, the position exercises independent judgement, manages complex issues, and undertakes projects with agency-wide impact.

<b>Position title</b>	Advisor, Security & Emergency Operations
<b>Classification</b>	ASO5
<b>Division</b>	Infrastructure
<b>Directorate</b>	Asset Strategy and Business Performance
<b>Location</b>	Education Support Hub, 8 Milner Street, Hindmarsh SA 5007
<b>Reports to</b>	Senior Advisor - Security & Emergency Operations
<b>Direct reports</b>	Nil
<b>Role description date</b>	February 2026

### What you will do (key outcomes)

1. Lead the implementation and maintenance of security and emergency management arrangements, ensuring compliance with relevant legislation, policies, and agency standards.
2. Develop and update plans, risk assessments, and procedures to enhance organisational preparedness and resilience.
3. Support sites planning and response to security incidents and emergencies, contribute to incident reporting and investigations, and participate in post-incident reviews.
4. Provide advice and guidance on security and emergency management processes (including physical, personnel, information, and ICT security), ensuring adherence to SA standards such as the SA Protective Security Framework and agency-specific requirements.
5. Assist with the management of access control and electronic security systems, and support the review of site security measures.
6. Facilitate clear communication and prepare reports, briefings, and related documentation as required for management and stakeholders as required.
7. Work collaboratively with internal teams and external partners to ensure an integrated approach to security and emergency management.
8. Ensure comprehensive compliance with all relevant contracts, MOAs, service level agreements and design standards.
9. Maintain accurate records, monitor emerging issues, and support the implementation of risk mitigation strategies.
10. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

### The capabilities you will bring (key competencies)

- **Preparedness and Resilience:** Proven ability to apply expertise to improve preparedness and resilience for a range of emergencies, including natural disasters such as bushfires and floods.
- **Security Framework Knowledge:** Demonstrated knowledge of the South Australian Protective Security Framework, and physical security principles including Crime Prevention Through Environmental Design (CPTED), perimeter protection, fencing, gates, and access control solutions.

- **Electronic Security Systems:** Experience in the specification, assessment, and implementation of electronic security systems (e.g., CCTV, intruder detection, duress systems, access control, fire monitoring).
- **Standards Interpretation:** Ability to interpret and apply security design standards, technical specifications, and relevant Australian Standards (e.g., AS 2201 series, AS 3000, AS 60839).
- **Emergency Planning Knowledge:** Working knowledge of the Australian Standard – Planning for Emergencies in Facilities (AS 3745) as a minimum.
- **Building Integration:** Understanding of building design, construction processes, and the integration of security technologies within capital works and minor works programs.
- **Project Coordination:** Strong capability in coordinating multiple projects simultaneously across geographically dispersed school sites.
- **Risk Management:** Ability to identify project risks and implement mitigation strategies, particularly in operational school environments.
- **Contract Administration:** Demonstrated experience in administering contracts, service agreements, and Memoranda of Administrative Arrangements (MOAAs) to support effective service delivery.
- **Teamwork and Autonomy:** Proven ability to operate independently, as well as collaboratively as a member of a team, under limited direction; plan and organise work; utilise initiative and judgement where precedents or procedures are not clearly defined; and ensure the required standards of service and quality are met within critical deadlines.
- **Stakeholder engagement and relationship management:** Demonstrated strong background across working with internal teams, external providers, and government agencies to ensure alignment with service delivery objectives.

**Desirable:**

- **Security Design Assessment:** Ability to review architectural, engineering, and security system design documentation to ensure alignment with departmental security design standards.
- **Contract Knowledge:** Knowledge of the department’s functions under the Across Government Facilities Management Agreement (AGFMA).

Who you will work with (key relationships)	Qualifications
<p><b>Direct working relationship:</b></p> <ul style="list-style-type: none"> <li>• Assistant Director Business &amp; Customer Services</li> <li>• Security Operations Manager</li> <li>• Security &amp; Emergency Management Team</li> </ul> <p><b>Internal Working Relationships</b></p> <ul style="list-style-type: none"> <li>• Other Education Department corporate units Finance, Health &amp; Safety, Risk Management Procurement</li> <li>• Schools, preschools, and Children’s Centres</li> <li>• Infrastructure Division managers and</li> </ul>	<p><b>Essential:</b> Nil.</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• AGSVA Clearance to the level of Baseline.</li> <li>• Tertiary qualifications in Emergency Management, Security, Risk Management, Public Safety, WHS, or similar.</li> <li>• Certification or training in incident/emergency management (AIIMS, ICS, or equivalent).</li> <li>• Security-related accreditation or training (e.g., PSPF/SAPSF modules).</li> </ul>

<p>staff</p> <p><b>External Working Relationships</b></p> <ul style="list-style-type: none"> <li>• Other government agencies</li> <li>• SA Police (SAPOL)</li> <li>• Protective Security Services Branch (PSSB)</li> <li>• SA Country Fire Service and SA Metropolitan Fire Service</li> <li>• Department of Human Services (DHS)</li> <li>• SA Government Financing Authority (SAFA)</li> <li>• Facility management contractors and private security contractors</li> <li>• Across Government Facilities Management Agreement service provider</li> </ul>	
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Corporate responsibilities	Special conditions
<p>Keep accurate and complete records</p> <p>Act appropriately in line with the Public Sector Code of Ethics at all times</p> <p>Support diversity and promote an inclusive workplace for everyone</p> <p>Maintain a commitment to Work Health and Safety legislative requirements</p>	<p>You will need a current driver’s license and be willing to drive</p> <p>You will be expected to participate in an out-of-hours call roster. This will require work outside of normal hours including weekends, and extended working hours are to be expected during emergencies.</p> <p>You may need to travel within or outside South Australia</p> <p>You need to achieve mutually agreed performance goals</p> <p>You must have a current Working with Children Check</p> <p>You must do Responding to Risks of Harm, Abuse and Neglect – Education and Care training</p> <p>You must be an Australian resident or provide evidence you have a current work permit</p>

<p><b>Assessed by:</b> Hannah Matthews, P&amp;C Consultant</p>		<p><b>Approved by:</b> Leeann Faddoul, Assistant Director, Business and Customer Services</p>	
<p><b>Date:</b> February 2026</p>		<p><b>Date:</b> February 2026</p>	

