

Position Description

ASO6 Lead Advisor, Security and Emergency Management

Why work with us

Every child and young person deserve 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:

							
SERVICE	PROFESSIONALISM	TRUST	RESPECT	COLLABORATION & ENGAGEMENT	HONESTY & INTEGRITY	COURAGE & TENACITY	SUSTAINABILITY
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 Lead Advisor, Security and Emergency Management is responsible for coordinating the operations of the Security and Emergency Management team and related programs of work and developing and maintaining departmental policy and procedures to support security and emergency management activities within the Department for Education. This includes the development and review of high-level documentation and reports, ministerial and chief executive briefings and correspondence, and to assist in the development of risk mitigation strategies to ensure best practice in the prevention, preparedness, response, and recovery (PPRR) for Department for Education sites.

This position forms part of the Security and Emergency Management (SEM) unit and reports directly to the Manager, Security and Emergency Operations. The position provides expert support and advice to a wide range of internal and external stakeholders and plays a vital support role to the Security & Emergency Management Team.



Position title	Lead Advisor, Security and Emergency Management
Classification	ASO6
Division	Infrastructure Division
Directorate	Asset Strategy & Performance
Location	Education Support Hub, 8 Milner Street, Hindmarsh SA 5007
Reports to	Manager, Security and Emergency Operations
Direct reports	Advisor, Security & Emergency Operations x 2 Business Support Officer
Role description date	April 2026

What you will do (key outcomes)

1. Coordinate the operations of the Security and Emergency Management team and related programs of work and oversee initial responses to security incidents and emergencies including monitoring work quality, allocating and prioritising tasks, and providing mentoring, guidance, on-the-job training, and advice on complex and escalated issues.
2. Undertake research, stakeholder consultation and source and evaluate a range of data to resolve local, complex, and strategic issues and prepare high-quality advice in relation to critical incidents, operations, emerging trends, projects within an educational context.
3. Engage with, monitor and manage service provider performance in line with contractual obligations and the Service Level Guidelines and ensure the effective and timely resolution of site complaints and the address of services delivery gaps.
4. Review, develop, plan, manage and implement sound processes to guide stakeholder engagement and ensure the effective delivery of targeted advice, policy and procedure development and security and emergency management initiatives in alignment with the principles of the South Australian Protective Security Framework, operational risk management strategies and the Agency Security Plan.
5. Develop and review high level documents and reports, ministerial and chief executive briefings, project plans, recommendations, and correspondence in response to trends, policy directions, senior level requests and enquiries regarding security and emergency management matters and incidents.
6. Undertake investigations and post-incident reviews into security and emergency incidents and events and prepare detailed briefs in relation to mitigation strategies associated with security threats, bushfires, and other emergency incidents that complies with relevant legislation, policies, and agency standards.
7. Establish and maintain effective networks with key stakeholders across the department, external agencies, and organisations to ensure the best quality outcomes are achieved in ensure the physical security of departmental assets and emergency management practices.
8. Prepare and maintain documentation associated to the department's Agency Security Plan, the protective security policy and any other relevant procedures and contribute to the ongoing monitoring and quality assurance of the work of the Security & Emergency Management team.
9. Coordinate the ongoing centralisation of all electronic security and access systems where appropriate and the development of mature bushfire risk management practices, including the ongoing review of site risk ratings and appropriate controls and treatments as part of a recurrent program.

10. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)

- **Emergency management operations:** Significant experience working within a security and/or emergency management environment, supervising, mentoring and training staff and developing, implementing and influencing work practices to ensure continuous improvement and risk mitigation.
- **Strategic and analytical skills:** Demonstrated experience in analysing a range of data and information to suggest practical solutions and recommendations for complex security and emergency management policy issues and provide high level advice, briefings and presentations to senior executive and management levels.
- **Knowledge of policy and procedures:** Demonstrated knowledge of government decision making processes, contemporary risk mitigation and project management approaches and relevant policy and agency procedures.
- **Communication skills:** Proven high level interpersonal, written and verbal communication skills including expertise in liaising, negotiating and developing effective relationships with stakeholders at all levels within and outside the public sector in a professional, confidential, and tactful manner, and preparing clear and strategic written materials with attention to detail, tone, and coherence.
- **Autonomy and interpersonal skills:** Demonstrated ability to work under broad direction, apply a high level of judgement, tact, diplomacy, and initiative, and motivate others to perform to agreed standards, within a complex organisational environment.
- **Technical expertise:** IT technical skills developed within a support/maintenance role with some experience in programming, working with systems, networks, and data analysis.
- **Contextual knowledge:** Desirable knowledge of contemporary security and emergency management issues, trends, and policies, including demonstrated knowledge of departmental policy and policy implementation strategies.
- **Emergency management:** Desirable demonstrated experience in the ongoing management of critical emergencies and/or natural disasters across a large Government organisation.
- **Work Health and Safety:** Demonstrated knowledge and commitment to promoting and creating a safe and inclusive work environment, and the legislative requirements of Equal Opportunity and Work Health and Safety legislation.

Who you will work with (key relationships)	Qualifications
<p>Direct working relationship:</p> <ul style="list-style-type: none"> • Assistant Director, Business & Customer Services • Manager, Security & Emergency Operations <p>Internal Working Relationships</p> <ul style="list-style-type: none"> • Asset Strategy & Performance team • Executive Leadership • Capital Projects and Technical Service 	<p>Essential: Nil</p> <p>Desirable: An appropriate tertiary qualification or vocational experience in a relevant field</p>

<ul style="list-style-type: none"> • Education Directors, Site Leaders and Business Managers <p>External working relationships</p> <ul style="list-style-type: none"> • Other government agencies • SA Police (SAPOL) • Police Security Services Branch (PSSB - SAPOL) • SA Country Fire Service and SA Metropolitan Fire Service • SAFA • Facility management contractors and private contractors • Across Government Facilities Management agreement provider 	
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Corporate responsibilities	Special conditions
<ul style="list-style-type: none"> • Keep accurate and complete records • Act appropriately in line with the Public Sector Code of Ethics at all times • Support diversity and promote an inclusive workplace for everyone • Maintain a commitment to Work Health and Safety legislative requirements 	<ul style="list-style-type: none"> • You will need a current driver's license and be willing to drive • Out of hours work is a requirement • You may need to travel within or outside South Australia • The incumbent is required to undertake rostered 'on-call' duties and manage security and emergency incidents arising whilst 'on-call' • You need to achieve mutually agreed performance goals • You must have a current Working with Children Check • You must do Responding to Risks of Harm, Abuse and Neglect – Education and Care training • You must be an Australian resident or provide evidence you have a current work permit

<p>Assessed by: Nadine Berno, P&C Consultant, Corporate Leader Advisory Service</p>		<p>Approved by: Leeann Faddoul, Assistant Director, Business and Customer Services</p>	
<p>Date: April 2026</p>		<p>Date: 22/4/2026</p>	