

Senior Manager – Security, Traffic and Emergency Management

DATE:	October 2023
BASIS OF EMPLOYMENT:	Full time and continuing
REPORTS TO:	Chief Operations and Commercial Officer
DIRECT REPORTS:	Contracts and Emergency Management Lead Various Contractors

ABOUT US

The Kardinia Park Stadium Trust manages GMHBA Stadium, a multi-purpose venue that hosts over 45 events each year, with over 250,000 visiting the stadium annually. The stadium is an icon of Geelong, the home of the Geelong Football Club and hosts an array of events. These have recently included Big Bash Cricket, International Cricket and Soccer, A-League Soccer, NRL, local football finals, community events such as the Festival of Sport and entertainment events such as concerts and motorsport.

Our mission is to inspire moments of happiness and joy through sport, entertainment and community activities and we are striving for our vision of being world class in everything we do.

Our staff oversees the event day delivery, maintains the stadium, manages finances and compliance, liaises with key stakeholders to create strong partnerships, focuses on diversity and inclusion for our community and works hard to maximise the return on the Victorian Government's investments in the stadium.

We do this through our values of courage, accountability, integrity, equity, excellence, care and collaboration. GMHBA Stadium was recently voted Australia's Best Regional Stadium and the final stage of the redevelopment will soon be completed, including the Geelong Sports Museum and a regional cricket hub.

OUR VALUES

Accountability:	Own your process and stand by your outcome
Care:	Be genuine in your approach, show compassion and be aware of your impact down the line
Collaboration:	Seek diverse input to reach the common goal
Courage:	Be bold, be yourself and have the courage to give and receive feedback
Equity:	Learn and understand from each other and create opportunities
Excellence:	Strive to deliver and operate to a standard of excellence in everything we do
Integrity:	Be authentic and have the best intentions for the Trust.

OUR BENEFITS

Free and confidential Employee Assistance Program; Mental Health Initiatives; Reward and Recognition Programs; Extensive Professional Development opportunities; Opportunities to be part of organisation-wide projects, Genuine Flexible Working Arrangements; Inclusion and Diversity, and RAP Strategies; Supportive leadership; Excellent Facilities in Central Location and much more.

Kardinia Park Stadium Trust is an equal opportunity employer, celebrating diversity and a commitment to creating an inclusive environment for all employees.

<https://www.kardiniapark.vic.gov.au/about-the-trust/careers/>

ABOUT THE ROLE

The Senior Manager – Security, Traffic and Emergency Management is responsible for compliance of core and event security operations, traffic management and emergency management, including developing, implementing, and continuously improving associated policies, procedures, and processes.

The position will manage the stadium and precinct emergency preparedness and response in event and non-event modes of operations and provide advice and insights to the Executive leadership team (ELT) and the Trustees.

This role is required to ensure the Trust is well-prepared and fully equipped to deal with potential threats and emergencies.

The role will be a part of a team that will perform a function on nominated event days, may be required to operate as a Venue Commander and Chief Warden at the venue, and will be a member of the Emergency Planning Committee (EPC), in addition to the position having access to an independent security and emergency management adviser to garner feedback and advice on best practice operations.

POSITION RESPONSIBILITIES

Core Responsibilities

- Lead the establishment, implementation and alignment of Emergency Management, Security and Traffic management systems and plans to the Trust's strategic plan and priorities.
- Actively participate, contribute to and report on all security, traffic, and emergency management-related matters to the Business Resilience Committee and associated plan/s.
- Be available to attend and operate as Chief Warden, Deputy Chief Warden or Safety Officer on major event days and in line with Trust policy.
- Be available "on-call" to respond to or assist/advise in respect of emergencies or other site-related matters of a significant nature.

Security Operations and Management

- Accountable for venue integrity, including core and event security programs, access control, CCTV management and associated operating systems.
- Manage the security operations portfolio, including core and event security, proactively managing the Trust's security contractors to ensure the venue operates in a compliant, secure and safe way at all times.
- Lead the planning and implementation of the event day security operations, including working with the security contractors to develop specific security operational plans, rosters, and dot plans.
- Proactively engage and manage key business partners and contractors associated with the safe and secure delivery and management of the Kardinia Park Trust land.

Emergency Management

- Develop, implement and review emergency management policies, procedures and operational plans that consider event and non-event modes of operations for the venue.
- Lead a structure, delivery and continuous improvement of the annual emergency management training programs, including desktop scenarios and live exercises.
- Maintain strong and collaborative working relationships with organisations such as Interpol, ASIO, Federal Police, Victoria Police, and other emergency authorities, including Fire Rescue Victoria, Ambulance Victoria, SES and other government agencies.
- Proactively engage and manage key business partners and contractors associated with the safe and secure delivery and management of the Kardinia Park Trust land.
- Chair the Emergency Planning Committee.

Traffic Management

- Manage the traffic management portfolio, including proactively managing the Trust's Traffic Management contractors, to ensure safe, effective, and effective traffic management treatments are implemented and managed in event and non-event modes of operation.
- Work with the Trust's Traffic Management contractor to design, implement and continuously improve the traffic guidance scheme and traffic management plans.
- Proactively engage and manage key business partners and stakeholders, including the City of Greater Geelong, Public Transport Victoria (PTV), VicRoads and the Victoria Police, to ensure the appropriate stakeholders are engaged and informed about upcoming changes to traffic treatments.

OHS Risk Management Processes

- Use technical, human factors and other knowledge to identify causation, consequences, possible risk controls, including critical controls, and potential failure in controls related to the hazards of well-known tasks in sometimes dynamic conditions.
- Provide guidance and leadership in identifying risk factors and analysing and prioritising OHS risks associated with known and routine work processes in familiar environments.

- Lead and support the implementation of efficient controls, including critical controls for effective risk minimisation/mitigation strategies.
- Manage the issue, testing, availability, and replacement of personal protective and emergency equipment.
- Ensure that incidents are investigated within 24 hours and managed per Trust policy and legislative requirements.

Professional and ethical practice

- Comply with laws and regulations governing traffic, security and emergency management and related activities.
- Make decisions and judgements impartially based on standards, legislative requirements, and safety, security and emergency management knowledge and practice.
- Observe relevant codes of conduct provided by professional associations and other assessment and advisory bodies nationally.

People and Business Processes Management

- Ensure any direct reports are recruited, onboarded, supervised, and managed appropriately with organisational policies, procedures and practices.
- Ensure compliance, including the compliance of any direct reports with business processes, policies, and procedure such as when running or participating in projects and or tender activities.

SUCCESS PROFILE

Our ideal candidate would be able to demonstrate the following criteria. There is no need for candidates to address each criterion.

Qualifications

- Appropriate tertiary qualifications in emergency or security management or relevant previous experience in a similar role
- Proven capability of developing, managing, and maintaining a robust security and emergency management framework in a place of mass gathering.
- Significant experience in emergency management, event management and security, preferably in a 24/7 environment (knowledge and expertise across all areas is required for this position)
- First Aid Certificate, Level 2
- Current Victorian driver's license.
- Satisfactory Working with Children Check (WWCC)
- Satisfactory Police Check
- Must be able to work outside standard business hours, on weekends, day and night shifts, etc.

Skills and Experience

- Demonstrated experience in designing, implementing, monitoring, and reporting on emergency, security, and safety initiatives.
- Demonstrated leadership capabilities.
- Ability to develop and maintain relationships with and influence executives, senior management, staff, and stakeholders to deliver results.
- An ability to exercise sound judgement and decisiveness with problem-solving.
- Excellent written and oral communication skills, including consultation, negotiation, and presentation skills.
- Strong understanding of strategic objectives, trends and factors that may influence work plans, think laterally and show innovation in identifying and implementing improved work practices.
- Deep understanding and sound working knowledge of respective legislation.
- Technology savvy

Personal, Values and Behavioural Attributes

- Possess the intellect, cultural competency and flexibility to work effectively in a collaborative, values-driven and energetic team.
- Ability to think strategically, analyse problems, respond creatively and implement strategy into results.
- Displays personal integrity and self-awareness, constructively challenging issues, committing to actions, and reflecting on one's own behaviours.
- High energy, enthusiasm, and drive to inspire others to achieve.
- Clear and strong ability to collaborate with others, including direct team, colleagues and stakeholders, working toward a shared direction.
- A demonstrated drive and commitment to customer service.
- Knowledge of current and emerging security systems and technologies.

REPORTING RELATIONSHIPS

Functional Reporting:

- Chief Operations and Commercial Officer

LOCATION

This position will be based at GMHBA Stadium at Kardinia Park in Geelong, Victoria. Flexible Work Arrangements such as working from home occasionally may be allowed as per business policies.

OTHER RELEVANT INFORMATION

- The position may be subject to an annual performance appraisal;
- Appointment to the position is subject to a 6-month probationary period;
- The successful applicant will be required to provide evidence of their right to work in Australia e.g. tax file number, copy of Birth Certificate or Passport and Visa;
- A National Police Check may be required throughout your employment with the Trust;
- Due to the nature of the role and the industry, after-hours work including evenings and weekends will be required.
- This role will be required to participate in face-to-face onsite planning and collaboration with other roles across the organisation.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Immediate Manager:	
Position:	
PD Approval Date:	

I have read and understood this position description and in signing this document agree that I am capable of fulfilling all of the requirements of the position described in this document, which forms part of my employment contract.

Additionally, I agree to notify KPST Management immediately of any change in my capacity to meet the inherent requirements outlined in this position description, such as changes in:

- Drivers licence status (where applicable to role);
- Police Check status;
- Working with Children Check status;
- Capacity to fulfil inherent requirements of the role.

Employee Name:

Position Title:

Signature:

Date Signed:

Privacy Statement

Making an application for this position requires that you consent to the collection, use, storage and destruction of personal information, including details of your referees. This information will assist us to select the best applicant for the vacant position. At all times during the recruitment and selection process, personal data will be treated in a highly confidential manner. Documents will only be available to members of the selection committee for the purposes of selecting the best person for the position. All unsuccessful applicants' documentation will be destroyed three (3) months after the end of the recruitment process. Please do not send originals of documentation with your application, as they will be destroyed. Successful applicant details become employment-related information and will be placed on the successful applicant's Personal File. The Kardinia Park Stadium Trust may release this personal information to third parties such as the superannuation providers, Victorian WorkCover and Centrelink for employment related purposes

Child Safe Statement

Kardinia Park Stadium Trust is committed to the safety and well-being of all children & young people within our venue. We create and maintain a child safe environment. All staff are required to undertake mandatory child safety training. The welfare of children is a top priority, and we have zero tolerance for child abuse.

Pre-Employment Screening Statement

Successful applicants will be required to undertake a pre-employment screening. This includes but not limited to a national police check and working with children check. Kardinia Park Stadium Trust may withdraw an employment offer in the event of an unsatisfactory screening result.

Diversity and Inclusion Statement

Kardinia Park Stadium Trust is an equal opportunity employer and encourages suitable qualified individuals of diverse backgrounds including but not limited to those from Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse communities or applicants with a lived experience of disability to apply.

Disclaimer

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role. Changes to position description will be consistent with the purpose for which the position was established.