



PUBLIC SERVICE ASSOCIATION
OF NEW SOUTH WALES

General Secretary Stewart Little
President Kylie McKelvie
ABN 83 717 214 309

In reply please quote: AW:mb

28 August 2018

Assistant Commissioner Kyle Stewart
Communications and Security Command
Sydney Police Centre
241-251 Goulburn Street
SURRY HILLS NSW 2010

Email: stew1kyl@police.nsw.gov.au

Dear Sir,

Re: Review of Role Descriptions of Special Constables (Security)

As agreed at our meeting on 29 June 2018, I am writing to request that NSW Police Force conduct a formal review of the Role Descriptions for the various grades and specialisations of Special Constable (Security).

I attach a draft Role Description for Special Constable (Security) which, in the view of the PSA, contains an appropriate description of the role.

Would you please arrange for a meeting to be convened to implement the Review.

Yours sincerely,

Andrew Wright
for **STEWART LITTLE**
GENERAL SECRETARY
Attach.

Role Description: Special Constable (Security)

Primary purpose of the role

The Special Constable (Security) role provides a quality protective security and law enforcement service to selected NSW Police Force and external agency sites and facilities, ensuring an overall safe and secure working environment for personnel, property and information.

Key accountabilities

- Provide first response to any Active Armed Offender situation.
- Provide safety and armed protective/security and law enforcement services to NSW Police Force and external agency sites and facilities as directed to ensure a safe and secure working environment.
- Respond with appropriate action to all breaches of safety and security including the monitoring of alarm systems and investigation of alarm activations to maintain appropriate security standards. Appropriate action may include use of police powers
- When on a static post or on patrol, identify, and respond to any suspicious activity at or in the vicinity of the sites to the relevant supervisor or police to comply with organisational policies and procedures.
- Assist with evacuation procedures at NSW Police Force and external agency sites in the event of an emergency in accordance with organisation policies and procedures.
- Perform customer service and reception duties for the various sites under security management of Special Constables to ensure appropriate physical security is maintained.
- To respond to VKG jobs related to protected buildings or to respond to VKG jobs in the vicinity of designated buildings as required until the arrival of police.
- When appropriate perform or exercise police powers and or functions to the rank of constable, including use of appointments.
- Perform other services as required to support police and other selected events and incidents across NSW.
- Prepare and submit reports on security management issues to inform management and provide recommendations as required.
- Maintain awareness of policy and procedural changes to comply with organisational requirements.
- Monitor and utilise NSW Police computer databases, as well as security and alarm systems, to prevent unauthorised access and ensure security of the buildings.

Key challenges

- Maintaining knowledge of legislation, policies and procedures in relation to security management to ensure efficient and effective security services for NSW Police Force and external agency sites.
- Using sound judgement to make timely decisions in potential high pressure situations involving security breaches and safety threats.
- Using sound judgement when using police powers in the course of duty.
- Maintaining a high level of security vigilance while maintaining a courteous and professional manner towards customers.

Key relationships

Internal

Manager/Team Leader/Coordinator

- Escalate issues, keep informed, advise and receive instructions
- Provide and receive continuous feedback
- Ongoing communication

Work Team

- Share information to promote consistent application of legislative requirements, policies and procedures
- Support team members and work collaboratively to contribute to achieving business outcomes

Clients/Customers

- Provide protective security and law enforcement services, monitor, address and / or escalate requests and provide services as required
- Information exchange

External

Clients/Customers

- Provide protective security and law enforcement services, monitor, address and / or escalate requests and provide services as required
- Information exchange

Role dimensions

Decision making

The role is required to exercise a high degree of autonomy in terms of the provision of protective security and law enforcement services including responding to alarms and incidents and making decisions regarding use of police powers and appointments without supervision in accordance with legislation, policies and procedures.

Essential requirements

- Obtain and maintain the requisite security clearances for this position.
- Be prepared to work rotational shift work.
- Ability and willingness to work at and rotate through various locations.
- Ability and willingness to attend and successfully complete the position specific training course.
- Ability and willingness to attend and successfully complete the Active Armed Offenders training course.
- Maintain firearm and DEFTAC accreditation in line with corporate mandatory training objectives.
- Computer literacy and the ability to use email and Microsoft Office programs.

Capabilities for the role

<i>Personal Attributes</i>	Display Resilience and Courage Act with Integrity Manage Self Value Diversity	Intermediate Intermediate Foundational Foundational
<i>Relationships</i>	Communicate Effectively Commit to Customer Service Work Collaboratively Influence and Negotiate	Intermediate Foundational Foundational Foundational
<i>Results</i>	Deliver Results Plan and Prioritise Think and Solve Problems Demonstrate Accountability	Foundational Foundational Foundational Intermediate
<i>Business enablers</i>	Finance Technology Procurement and Contract Management Project Management	Foundational Intermediate Foundational Foundational