



SAFETY, COMPLIANCE AND SECURITY MANAGER

JOB & PERSON SPECIFICATION

AUGUST 2019

1 Position Details

Position Title:	Safety, Compliance and Security Manager
Reports to:	General Manager Operations

2 Position Purpose

Implementation, management and continual improvement of the ANI Safety Management System. Maintenance of ANI's Management Systems to ensure ongoing certification to ISO 9001, ISO 14001, and AS/NZS 4801. Management of ANI's physical and cyber security to ensure compliance with the DISP and any other security requirements as applicable.

3 Duties and responsibilities

- 3.1 Management and continual improvement of the ANI Safety Management System including risk management to ensure all operational risks are appropriately identified, recorded and managed, and that any identified risk mitigation is implemented and maintained.
- 3.2 Leading all WHS, certification (including quality, environmental and safety) and security plans to ensure compliance with relevant Standards and ANI requirements.
- 3.3 Leadership and continual improvement of the safety culture and safety practices within ANI.
- 3.4 Develop, implement, manage and continually evaluate a Security Program to ensure the physical and cyber security of ANI's assets, including the development and implementation of security and emergency management plans for special and high-risk events.
- 3.5 Continual improvement of certification and security practices within ANI.
- 3.6 Respond to security incidents including incident reporting and capturing lessons learned.
- 3.7 Direct emergency management and contingency planning, including the development and implementation of emergency response plans and procedures (such as business continuity and disaster recovery plans).
- 3.8 Conduct audits to ensure the organisational compliance with the Safety Management System, security program, facilities maintenance program and ISO certification.
- 3.9 Coordinate security and emergency operations/activities with public law enforcement, fire and other agencies as applicable.
- 3.10 Fulfil the role of contract manager for security service providers engaged by ANI.

- 3.11 Management of training requirements to ensure compliance with relevant safety, environmental, security and quality standards, regulations and ANI's management systems.
- 3.12 Develop budgets for safety, certification and security management as applicable.
- 3.13 Liaise/consult with ANI tenants and other stakeholders as required.
- 3.14 Comply with all ANI policies and procedures, including the Code of Conduct, and follow all reasonable directions.
- 3.15 Undertake reasonable overtime and work outside of ordinary hours as required to meet business needs, including participation in an on-call roster.

4 Qualifications, skills, experience and personal attributes

- 4.1 Australian citizenship and ability to obtain required security clearances (NV1 minimum).
- 4.2 Proven experience (at least 10 years) in a similar position comprising all, or at least most, of the duties and responsibilities outlined above.
- 4.3 Prior experience in working with the Defence Security Principles Framework is not essential but would be well regarded.
- 4.4 Flexible approach to working collaboratively in both corporate and industrial environments as part of a small team.
- 4.5 Sound communication skills and ability to build and maintain positive working relationships with all stakeholders.
- 4.6 Possess drive, initiative, flexibility and enthusiasm to assist with the achievement of business outcomes. Experience in the development, implementation and review of administrative processes and records management systems.
- 4.7 Computer literate, and able to use Microsoft Word, Excel, Visio and Project to a high standard.



HOW TO APPLY

Applications should be addressed to Justin Hinora. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8813.

Please Note

Your application will be automatically acknowledged by a return email.