

POSITION DESCRIPTION

Position Title:	Maritime Security Guard	Position No:	SEC01
Position Type:	Permanent Full Time	Classification:	LSO
Location:	Darwin, Northern Territory	Reports to Position:	SUPLO
Reports to:	Manager, Port Security	Last Updated:	17.4.25

POSITION OBJECTIVES

To ensure safe and secure operations for all port users at Darwin Port facilities. To provide security services for Darwin Port Operations in compliance with the Darwin Port Maritime Security Plan and the Maritime Transport and Offshore Facilities Security Act (MTOFSA).

MAIN DUTIES/KEY ACCOUNTABILITIES

- Monitor and control the Darwin Port Operation's area of jurisdiction including wharf and wharf related vicinities, and Maritime Security Zones (LRZ/WRZ).
- Provide appropriate response in line with emergency procedures.
- Monitor all individuals entering Port facilities to ensure they have appropriate identification and information to adhere to Port operating area safety and security requirements.
- Use appropriate technology to ensure safety and security of Port users in Darwin Port's Facilities, including operation of the Port access system, communication equipment and CCTV surveillance equipment.
- Conduct physical security patrols and checks of all Darwin Port Facilities to prevent and detect signs of intrusion and ensure security of gates and fences.
- Respond to security incidents as they arise by directing the patrolling Port Logistics Officer or Police
- Monitor all cargo entering and exiting the Darwin Port Section 15 in line with obligations under the Customs Act using systems and technology where applicable.
- Liaise effectively and positively with the public, Darwin Port stakeholders, Law Enforcement Agencies and Regulators.
- Test, maintain and operate Darwin Port Operation's emergency systems.
- Comply with health and safety, environmental management, quality and information security legislation and Port's policies.
- On occasion you may be required to be contactable outside of your ordinary hours of work.
- Contribute positively to continuous improvement activities and initiatives at Darwin Port
- Other duties as directed by your manager from time to time

QUALIFICATIONS & EXPERIENCE

Selection Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Current NT drivers' licence • Current MSIC or ability to obtain • Certificate II in Security Operations. • Current NT Security Officer Licence. • Current First Aid Certificate. • Restricted Operator's Certificate of Proficiency in Radio Telephone, or the ability to obtain. 	<ul style="list-style-type: none"> • Cert III in Security Operations • Hold a current High-Risk Forklift Licence.

EMPLOYEE SIGNATURE: _____ DATE: _____

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Selection Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none"> Current Biosecurity Risk First Point of Entry Awareness, or ability to obtain. Minimum 3 years previous experience as a Security Officer. Proven experience with computers, access control systems and Closed-Circuit Television. Knowledge of the Maritime Transport and Offshore Facilities Security Act. 	<ul style="list-style-type: none"> Knowledge and experience of Work Health & Safety principles, including safety and environmental issues relating to a marine environment.

SKILLS & CAPABILITIES

- Able to display high level of professionalism, honesty and integrity in line with Darwin Port Values
- Self-motivated with excellent time management skills, reliability and attention to detail to ensure work is undertaken with a high level of accuracy with minimum supervision
- High standard of written and oral communication skills with the ability to communicate positively and effectively with a diverse range of internal and external stakeholders
- Ability to work effectively with people of various cultures in a team environment as well as independently to achieve objectives
- Well-developed computer skills, to work across a range of systems and software
- Use initiative to problem solve and meet objectives, and proactively engage in self-directed learning
- Able to identify and meet the needs of stakeholders, manage competing priorities and resolve potential conflicts effectively
- Ability to identify problems, gather information and apply knowledge and understanding of the business to address or escalate issues as appropriate

VALUES

Our organisational culture is underpinned by the Darwin Port values of **Teamwork, Respect, Integrity, Honesty and Safety**.

You are expected to carry out your position in alignment with the above values. You must comply with all relevant workplace policies, procedures, standards and legislative requirements.

EMPLOYEE SIGNATURE: _____ DATE: _____