

## JOB DESCRIPTION

<b>Agency</b>	Department of Tourism and Culture	<b>Work Unit</b>	Northern Territory Major Events Company
<b>Job Title</b>	Security Manager, Arafura Games	<b>Designation</b>	A06
<b>Job Type</b>	Full Time	<b>Duration</b>	21 January 2019 – 17 May 2019
<b>Salary</b>	\$88,157-\$98,549	<b>Location</b>	Darwin
<b>Position Number</b>	SUPN    RTF	<b>Closing</b>	10 January 2019
<b>Contact</b>	Ms Meg Knuckey on 08 8999 6621 or meg.knuckey@nt.gov.au		
<b>Agency Information</b>	<a href="http://www.nt.gov.au/dcm">www.nt.gov.au/dcm</a>		
<b>Information for Applicants</b>	<b>Applications must be limited to a one-page summary sheet and an attached detailed resume/cv.</b> For further information for applicants and example applications: <a href="#">click here</a>		
<b>Information about Selected Applicant's Merit</b>	If you accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: <a href="#">click here</a>		
<b>Special Measures</b>	Not applicable to this vacancy.		
<b>Apply Online Link</b>			

### **Primary Objective:**

The Security Manager will lead in the planning and integrated delivery of security services during the 2019 Arafura Games.

### **Context Statement:**

Northern Territory Major Events Company (NTMEC) deliver the Arafura Games. The delivery of these Games is undertaken in partnership with other event delivery stakeholders, including Government agencies, and requires high-level communication and collaboration skills and the ability to work to immovable deadlines.

The Security Manager will develop and deliver support structures and systems required to ensure security requirements are met. This role will lead in developing security policies, coordinate safety protocols and assess physical security and safety risks. The Security Manager will support the Head of Games Operations to ensure the safety and security of key Games clients, stakeholders and the wider community are met.

### **Key Duties and Responsibilities:**

1. Create, implement and integrate security policies and relevant documentation across all competition venues, celebrations and activation sites
2. Develop relationships with all agencies, stakeholders, clinics and sports to ensure effective communication and timelines are managed
3. Respond to emergency situations prior to Games, during Games and post Games and provide the relevant communication to address the situation
4. Liaise with the security provider and hold regular planning meetings
5. Assess and audit Arafura Games risks and develop plans to mitigate these issues in conjunction with NT Police and Emergency Services
6. Establish relationships and act as a clear point of contact and escalation for internal/ external security and operations enquiries
7. Consistent reporting on progress and ability to collate a post Games report.

### **Selection Criteria**

#### **Essential:**

1. Experience in the development, management and delivery of complex multi-sport events
2. Strong leadership skills and experience in leading a team to deliver outcomes
3. Project management skills with experience in delivering events with conflicting priorities, deadlines and fixed resources
4. Strong interpersonal and communication skills with experience in managing multiple stakeholders, government agencies and local organisations
5. Ability to show initiative and track milestones
6. Current Drivers Licence

#### **Desirable:**

1. Tertiary and post graduate qualifications in a relevant field such as Sports Medicine
2. Experience within a multi-sport Organising Committee, focusing on Security
3. Experience in Workplace Health and Safety policies and procedures

Approved: December 2018

Mr Tim Watsford, General Manager, NTMEC