

Access Control Officer - NSW

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Company: certisciscP2

Location: Australia

Category: other-general

Position Purpose

Join us, as we seek interest from highly skilled security professionals to work within high level security facilities, across both regional and metro areas, encompassing the protection of information, assets, personnel, and facilities to uphold national security within these facilities. Individuals in these roles play a crucial part in maintaining the safety and security of personal and facilities and, by extension, broader national interests.

Key Responsibilities

Managing the vehicle movement, access control and visitor passes

Internal and external foot patrols

Monitor WHS, CCTV surveillance and respond to various site alarms

Checking emails, administration and required reporting

Provide perimeter security by ensuring there is no unauthorised access to the site or vulnerabilities to the physical and electronic security integrity of the Site perimeter.

Confirm everyone who is issued with a security access card to the site has completed the relevant induction and provided the appropriate approved access level.

Surveillance and monitoring of all entry gates, Screening Area, Site buildings and grounds via CCTV, access control system and the visitor management system process.

Respond to alarms generated by access systems, fire systems, building management control systems, CCTV systems and any issues raised by staff or contractors.

Issue of permanent and temporary staff security access cards, contractor and visitor passes.

Traffic control – pedestrian and vehicle gates, intercoms, parking areas.

Provide daily communications diary, event logs, incident reports, breaches, foot patrol reports, readings, alarms and any checks.

Identify and report any security risks to the client contact and client services manager.

Qualification/Experience

12 Months + customer services or equivalent role would be advantageous.

Ability to work a 24/7 roster.

Current Security Licence (Relevant to state or territory).

Valid Driver's Licence.

Valid First Aid Certificate.

White card

Certificate II in Security Operations.

Have Australian Citizenship and be able to obtain a Security Clearance.

Candidates with Security Clearance preferred (baseline, NV1, NV2, TSPV)

Benefits & Culture

Penalty rates for nights, weekends and holidays.

Additional percentage loadings dependent on Security Clearance level.

Discount program where employees save at some of the biggest retailers in Australia.

Opportunities to vertically grow in the company through our learning and development

programs.

An Employee Assistance Program (EAP) that is available to employees and their families.

Diversity Statement

Certis Security Australia promotes diversity in the workplace through our Diversity Inclusion initiative and via our Indigenous partnership with Corroboree Security. We encourage women, Aboriginal and Torres Strait Islander peoples to apply for this role. Should you apply please be advised that should a decision be made to proceed with your application to the next stage of the recruitment process, it is only at this stage will a member of the recruitment team be in contact with you.

Certis Security Australia Master License

NSW – Master Licences

- 400674602 (SNP)
- 405149073 (CSA)

ACT Master Licences

- 17501220 (SNP)
- 17501742 (CSA)

Security Firm Licences

- QLD 41315 (SNP)
- NT 345 (SNP)
- QLD 3158254 (CSA)

Security Agents Licences

- WA SA48240 (SNP)
- WA SA58716 (CSA- WA)
- SA ISL178143 (SNP)
- SA ISL235794 (CSA)
- TAS 3020 (SNP)

Private Security Business Licences

- VIC 652 - 374 - 32S (SNP)
- VIC 689 - 218 - 50S (CSA- VIC)

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