

Position Description



Position Title:	Security Officer
Reports To (title):	Security Manager
Date Reviewed:	150217
Department:	Security
Department Information:	The security department is responsible for developing and maintaining high standards of safety, risk and work health and safety processes to ensure that Pallion exceeds industry practices.
Company Information:	Pallion is the largest precious metal services group in Australasia and a top 5 Australian private group of companies. This multi-national group operates facilities throughout Australia, Hong Kong and mainland China. Pallion designs, manufactures and distributes precious metal products and related services. Pallion entities offer the following services: Bullion; Refining and Minting; Casting and Jewellery; Fabricated Metals; Findings and Vaulting.
Mission Statement	To use our extensive experience in precious metals to become the world's leading precious metal services group delivering tangible business results to our clients. We strive to build long-term relationships based on mutual trust and respect.

1. Objective of the Role	
1.1	To provide a world class security for the Pallion business across all sites.
1.2	To ensure best practice management of all security functions. Plan, organise, control, integrate and evaluate the work of risk, safety and security within the business.
1.3	Operation of devices to screen, protect and complete full security functions.

2. Key Performance Requirements and Duties:	
2.1	Ensure service, assessment, review and reporting of all security and safety for Pallion business locations.
2.2	Oversee all surveillance across the Pallion business as required. Produce reports, investigate and complete assessments of surveillance. Monitor CCTV footage across the business.
2.3	Identify gaps in information and processes and be active in seeking improvement and development of systems across the Pallion business.
2.4	Positively contribute to work, health and safety processes and practices to ensure compliance.
2.5	Complete regular stress testing of all alarm and security system. Ensure that hold-up and security breach procedures are in place and are adhered to along with the security team.
2.6	Administering front office welcome, VIP tours and completing security protocols and procedures across Pallion sites.
2.7	Security screening of employees and site guests.
2.8	Complete new starter process for employee security induction, including creation of Fob and passcode to access specific locations.
2.9	Respond to alarms and calls of distress and respond to suspicious situations as they arise.
2.10	Provide security and assistance at Pallion events and for the Directors and guests as required.
2.11	Foster and support a culture of continuous improvement plans and activities across the organization.
2.12	Observe safe storage and handling of hazardous chemicals.
2.13	Assist in monthly audit and stocktake across Pallion sites as required.
2.14	Conduct, manage and monitor transfer of metal between Pallion sites. Daily tracking, stock checks and weighing of materials in and out of stock for security and risk purposes at business sites within Marrickville.
2.15	Ensure adherence of fine metal and general stock movements including weight assessment, verification, and signing and out procedures. Ensure immediate reporting of stock losses at business sites within

Marrickville.

3. Organisational Values and Vision

3.1	Best: In everything we do, only the best will do
3.2	Value: We give our clients the best value product, not necessarily the cheapest product
3.3	Determined: We are adaptable and persistent. Nothing is too difficult and everything is achievable
3.4	Nimble: We are agile and progressive. We constantly strive to stay abreast of innovation, industry changes and progress.
3.5	Trust: We are the industry's trusted partner
3.6	Family: An inclusive collaborative approach to our work, our team and our clients, encouraging personal excellence and respect
3.7	Investors: We invest in the future of the industry through our contribution to the education of our people and our clients
3.8	Vision: Employment with a Pallion company demands our staff, suppliers and employees conduct themselves in a way fitting and positively supporting our company wide values and mission statement

4. Qualities and Competencies Required

4.1	Actively seeks to improve processes, proactive and is a self-starter
4.2	Builds trust through consistent actions, values and communication
4.3	Analytical, detail-oriented, flexible and decisive.
4.4	Good interpersonal and communication skills
4.5	Strong multi- tasking and organisational skills
4.6	Management of system to achieve quality outcomes
4.7	Collaborative, works well with others and creates a spirit of trust and teamwork.
4.8	Ethical, has integrity and principles reflective of the standards and codes of conduct expected

5. Basic Qualifications Required

5.1	First Aid Certificate
5.2	Security License