



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development

Group: Economic Development

Business Unit: Venues Canberra

Position Title: Safety and Security Officer

Position Number: P53829

Classification: ASO 5

Location: GIO Stadium, Exhibition Park In Canberra, Manuka Oval

Security Clearance Required: No

Last Reviewed: February 2026

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well as the related signature behaviours.

DIRECTORATE OVERVIEW

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes.

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACT Public Service (ACTPS), to ensure that it is well positioned to perform its role.

DIVISION OVERVIEW

The role of Economic Development is to facilitate the diversification and strengthening of the ACT economy as well as the creation of a vibrant community that will attract and retain people in the city. Economic Development is made up of the following business areas:

- Policy, Strategy and Projects
- Skills
- Business, Communications and Engagement
- Arts and culture
- Tourism and Investment and major events
- Sports and recreation

- Major venues
- Strategic Infrastructure Coordination

Economic Development also has responsibility for coordinating and delivering a range of key strategic initiatives and major projects.

BUSINESS UNIT OVERVIEW

Venues Canberra manage GIO Stadium Canberra, Exhibition Park in Canberra (EPIC) and Manuka Oval. These are Canberra's leading sporting, event and function venues. Some of the Venues major clients include the ACT Brumbies, Canberra Raiders, GWS Giants, Cricket Australia, Summernats, National Folk Festival and Handmade Markets. EPIC also manages a camping/caravan park on its site with over 200 spaces.

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POSITION OVERVIEW

The Safety and Security Officer will engage with stakeholders, including Venues Canberra contractors to assist in dealing with a range of safety and security functions and services for Venues Canberra sites.

The Safety and Security Officer will:

- a) assist in the provision of operational safety / security advice and guidance to ensure safe and secure events at all Venues Canberra sites;
- b) assist with coordination of event day safety / security operations;
- c) gather and analyse data for use in the process of risk assessments and prepare assessments and recommend operational solutions as required; and
- d) assist in the development and implementation of strategies to mitigate risks within the stadia and events environments.

To be successful in the role, the Safety and Security Officer will need to possess excellent interpersonal and communication skills, be self-motivated, respond quickly to situations, have sound judgement and professional resilience and be an effective team member.

WHAT YOU WILL DO

This position reports to the Assistant Director – Safety, Security and Emergency Management, Venues Canberra. The duties include:

1. Perform the duties of the Safety and Security Officer across Venues Canberra – GIO Stadium, Exhibition Park in Canberra, and Manuka Oval.
2. Assist in maintaining and implementing Venues Canberra WHS safe management framework, including regulatory policies and procedures. With guidance, interpret safety legislation and its application relevant to Venues Canberra venues.

3. Assist in the preparation, implementation and maintenance of safety and security risk assessments, safety and security management plans, and emergency management plans, in accordance with appropriate legislation and standards.
4. Provide WHS support and guidance to Venues Canberra staff, as required.
5. Where indicated, participate in the induction of contractors, and assist with monitoring ongoing WHS conformance. Manage and liaise with key stakeholders, clients and contractors in relation safety and risk requirements.
6. Assist in the planning and conduct of the Venues Canberra Exercise Program.
7. Develop, compile and report against Safety and Security trends and statistics for Venues Canberra sites and events.
8. Assist with evaluating the condition of venue assets and their performance relating to safety compliance issues.
9. Other duties as directed including working closely with Venue Managers and Stakeholders for the delivery of Event Days.
10. This position does not involve direct supervision of staff.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Possess a good working knowledge of workplace health and safety legislation, security and risk frameworks.
2. Have the skills required for undertaking and implementing risk assessments.

Behavioural Capabilities

1. Excellent interpersonal and communication skills.
2. Ability to develop and maintain effective relationships with a wide range of stakeholders, both internal and external.

Compliance Requirements / Qualifications

Essential:

- C Class Driver's License.
- Availability to perform regular after hours, public holidays and weekend work in support of booked events.

Desirable:

- Certificate IV Work, Health and Safety
- Possession of or the ability to acquire a first aid certificate

SELECTION CRITERIA

1. Demonstrated experience in workplace safety or operational security of a large business or enterprise, preferably within an entertainment, stadium, or crowded place environment.
2. Demonstrated knowledge and experience in workplace health and safety legislation and its application in an event environment.
3. Demonstrated technical expertise in data management including the extraction of information from databases and systems to produce reports to inform operational decisions.
4. Demonstrated high level oral and written communication skills, including effective interpersonal, negotiation and representation abilities.
5. Understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism, and a proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Security Assistant – Venues Canberra (position number 53829) and indicates how frequently each of these requirements would be performed. Please note that CMTEDD is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Frequently
Expected to work extensive hours over a significant period due to the nature of the event	Occasionally
Access to Accrued Days Off (ADO's)	Occasionally
Peaks and troughs	Occasionally
Frequent overtime	Occasionally
Rostered shift work	Occasionally

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Frequently
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Occasionally
Climbing	Occasionally
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Frequently
Frequent travel – driving	Frequently
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Occasionally
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g., forklift	Never
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Occasionally
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Occasionally
Personal Protective Equipment (PPE)	Occasionally