



Job Title: Security Co-ordinator

Reporting to: Grounds & Maintenance Supervisor

Division: Tasikoki Wildlife Rescue Centre

Direct Reports: 6 direct reports

Job Purpose:

As Security Co-ordinator, you will be responsible for the management of our security activities and the training of Security Staff at Tasikoki Wildlife Rescue and Education Centre.

You will be responsible for surveillance of our premises, safe custody of equipment and records, and protection of our animals, our staff and our visitors.

As Security Supervisor, you must be well-trained in surveillance and dealing with perpetrators, detecting any suspicious behaviour and preventing vandalism, thefts or other criminal behaviour. You will keep our facilities safe and problem-free, whilst at the same time maintaining good relations with our neighbours.

You will lead, train and build a competent team who are well informed, motivated and who fully adhere to the ethics and ethos of Tasikoki. Helping to fulfil the objectives and drive the mission set by the foundation you will also work closely with all department supervisors to ensure safety issues/concerns are understood and resolved.

You will be responsible for ensuring the security post is kept clean, tidy and secure at all times. You will keep an inventory/asset list of all security equipment and maintain the departments wish-list.

You will ensure everyone on site has authorised entry and that all visitors are recorded in the visitors book.

At all times you will conform to all applicable laws, regulations and codes of ethics.

Reporting directly into the Grounds & Maintenance Supervisor of Tasikoki, you will meet at least weekly to discuss operational issues.

Key Responsibilities:

- Overall responsibility for the day to day operations of the security department.

- Manage a small team, ensure roles and responsibilities are understood, training and development plans are in place and performance is monitored and reviewed.
- Compile the security schedule fairly and ensure the department is staffed in accordance to the departmental budget and line manager requirements and ensure all tasks are carried out in a safe, effective and efficient manner.
- Manage staff attendance and timekeeping, escalate HR issues when needed.
- Ensure everyone on site has authorised entry and that all visitors are recorded in the visitors book.
- Ensure all staff adhere to the patrol schedule and review/change the patrol schedule on a regular basis.
- Ensure all staff follow established procedures for reporting incidents, having care for their own safety at all times.
- Remove wrongdoers or trespassers from the area of Tasikoki as the situation arises, compile a full report and notify your line manager.
- Check surveillance cameras periodically to identify disruptions or unlawful acts, record timing and location of suspicious activity and investigate or report to authorities.
- Submit reports of daily surveillance activity and important or unusual occurrences, making recommendations as appropriate .
- Investigate people for suspicious activity or possessions. Apprehend and detain perpetrators according to legal protocol before arrival of authorities.
- Respond to alarms by investigating and assessing the situation, at all times ensuring safety of staff and visitors is paramount.
- Provide assistance to people in need and participate in incident management as necessary (e.g. animal escapes).
- Direct emergency services and statutory agencies as required.
- Maintain a safe, clean and tidy security post.
- Keep an inventory of all items and assets assigned to the security department.
- Report any maintenance issues to your line manager.
- Schedule departmental meetings as and when needed.

Person Specification:

- The ideal candidate will inspire respect and authority as well as possess a high level of observation.
- Previous experience as Security Officer / Guard with proven supervisory skills.
- Knowledge of legal guidelines for area security and public safety.
- Familiarity with report writing.
- Excellent surveillance and observation skills.
- Tech-savvy with experience in surveillance systems.
- Trained in First Aid/BLS and self-defence.
- Registered as a Security Officer.
- High School diploma is required.
- Excellent communication and interpersonal skills.
- Excellent time management and organisation skills.
- Professional, reliable, trustworthy and environmentally friendly mind-set.
- Driving Licence is advantageous.
- Demonstrable team player capability.
- Good command of the English language advantageous.

- Comfortable with managing change and keen to challenge and improve existing processes.

Other dimensions:

- Salary, Training & Benefits is Negotiable.
- Onsite meals will be provided if shifts are longer than 8 hours.
- 12 Days Holiday.
- JAMSOSTEK.
- Indonesian Citizen or those with a resident permit for Indonesia.
- The role will be based near Bitung in Indonesia and will require local travel.