

HAMILTON ISLAND POSITION DESCRIPTION

POSITION DETAILS

POSITION TITLE:	Island Safety Officer	LOCATION:	Hamilton Island
DIVISION:	Island Safety	DIRECT REPORTS:	Nil
REPORTS TO:	Island Safety Manager	INDIRECT REPORTS:	Nil
DATE PREPARED:	November 2014		

JOB PURPOSE

To ensure the protection of all personnel and property on Hamilton Island, providing a safe and secure environment for guests and residents. Preserves the peace and enforces adherence to the Hamilton Island and Dent Island Rules & Regulations as set by Hamilton Island Enterprises.

JOB RESPONSIBILITIES (NOT LIMITED TO)

- Undertake regular patrols throughout each shift on the Island, including guest and staff areas, to maintain a safe and peaceful environment for all guests and residents
- Enforce Island Rules and Regulations at all times as set by Hamilton Island Enterprises
- Thoroughly and objectively investigate all incidents and/or breaches of the Island Rules & Regulations as set by HIE
- Prepare accurate reports on all incidents on a timely basis for management, outlining details of an incident and offenders
- Ensure effective channels of communication through log sheets, reports, log books and attending departmental meetings
- Emergency work associated with the safety of staff and guests and cleanliness of the island as required

EXPERIENCE & QUALIFICATIONS

- Queensland Open/Unconditional Drivers Licence (Essential)
- Security Officer (Unarmed) Security Provider Licence (Essential)
- Crowd Controller Security Provider Licence (Essential)
- Baton & Handcuffs Training (Essential)
- Provide First Aid (Essential)
- Provide Cardiopulmonary Resuscitation (Essential)
- Provide Advanced Resuscitation (Essential)
- Provide Responsible Service of Alcohol (Essential)

PERSON SPECIFICATION/SKILLS

- Good personal presentation
- Communication and interpersonal skills
- Team worker
- Positive attitude
- Ability to work well under pressure

KEY WORKING RELATIONSHIPS

- Island Safety Team
- Guests and Residents
- All Departments
- HIE Executive Team and Stakeholders

