



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: 333002
SCHOOL/OFFICE: SECURITY	CLASSIFICATION: Security
DIVISION/STRAND: UNFORCE	POSITION TITLE: Operation Commander
BRANCH: Uniforce security	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: Chief of Security
SECTION: Operations	HIGHEST SUBORDINATE CLASSIFICATION & POSITION: Chief of Security
LOCATION: WAIGANI CAMPUS / TAURAMA CAMPUS/ MOTOPORI TAIRA	

ROLES AND RESPONSIBILITIES OF POSITION

PURPOSE

Security Operations Commanders are responsible for managing and coordinating all activities related to the security operations of an organization.

They oversee the security team and the implementation and enforcement of security policies to ensure the safety of the organization's assets, both physical and information.

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Their main duties and responsibilities include:

- Developing and implementing security policies, protocols and procedures
- Controlling budgets for security operations and monitor expenses
- Recruiting, training and supervising security officers and guards
- Attending meetings with other managers to determine operational needs
- Planning and coordinating security operations for specific events
- Coordinating staff when responding to emergencies and alarms
- Reviewing reports on incidents and breaches
- Investigating and resolving issues
- Creating reports for management on security status
- Analysing data to form proposals for improvements (e.g. implementation of new technology)

ACCOUNTABILITIES *(overall description of the responsibilities of this position such as financial delegations or supervising staff)*

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MAJOR DUTIES *(list the main tasks of this position e.g. provide technical advice or manage an area)*

- Oversee daily operations of the security team
- Manage security incidents and events to protect corporate IT assets, including intellectual property, regulated data and the company's reputation
- Monitor and analyse Intrusion Detection Systems (IDS), Intrusion Prevention Systems (IPS) and Security Information and Event Management (SIEM) tools
- Implement and manage incident response plan
- Coordinate and conduct event collection, log management, event management, compliance automation, and identity monitoring activities
- Develop, implement and monitor security policies and controls
- Provide reports and metrics on security operations
- Communicate and escalate issues as necessary
- Attend daily brief with Section Commanders

SELECTION CRITERIA

TRAINING LEVEL OR QUALIFICATIONS *(identify the mandatory or desirable qualifications or training level required for this position – refer to the Position Classification Standards in the Staff Handbook)*

A Security Operations Manager is crucial in maintaining safety and risk management in a company. The necessary qualifications and skills may include:

- Deep understanding of security protocols and procedures to ensure the security infrastructure is up to the standards.
- Strong leadership skills to manage and oversee the operations of the security team, ensuring everyone performs their duties effectively.
- Exceptional communication skills to coordinate with other department heads, provide instructions to security team members, and to keep all stakeholders informed about any security updates or issues.
- Ability to handle stressful situations, make quick decisions and resolve security issues promptly using effective problem-solving skills.
- Experience in risk assessment and crisis management to anticipate and mitigate potential security risks.
- Attention to detail and organizational skills to manage multiple security operations, keeping track of all the details and ensuring nothing is overlooked.
- Knowledge of the latest security technologies and systems to implement them into the existing security infrastructure.
- Professional certifications such as Certified Information Systems Security Professional (CISSP) or Certified Information Security Manager (CISM) may be required or highly desirable.

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES *(list the specific knowledge e.g. policies or procedures, skills e.g. demonstrated ability to supervise staff and personal attributes e.g. self motivated, high level of integrity, required of the person to productively perform in this position. These criteria can be used as the basis for developing questions for the interview)*

Proven work experience as an Middle Management Manager Administrative Office Management Skill and filed experience and Operational Experience Administrator or similar role

- Proven work experience as a Security Operations Commander or similar role.
- Experience in managing and coordinating incident response
- Familiarity with web related technologies (Web applications, Web Services, Service Oriented Architectures) and of network/web related protocols
- Knowledge of security systems and sub-systems
- Experience with security practices of intranet and extranet
- Excellent written and verbal communication skills
- 15 – 20 years of security experience
- Must be former serving member of Police or Military
- Grade 12 qualification

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS