

Static Security Guard Job Description

A comprehensive job description template
for Australian security services businesses

Business Name: _____

Location: _____

Employment Type: _____

Reports To: _____

Date: _____

DISCLAIMER

This template is provided for general informational purposes only and does not constitute legal advice. It is designed to reflect Australian workplace standards and security industry practices at the time of publication. You should review and tailor this template to suit your business, service type, applicable modern award and specific requirements. For complex situations, independent legal or HR advice should be sought. RosterElf Pty Ltd accepts no liability for any loss arising from reliance on this document.

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1. Position Overview

1.1 Position Title

Static Security Guard / Security Officer / Site Security Officer

1.2 Position Summary

The Static Security Guard is responsible for maintaining security at a designated fixed location by providing a visible deterrent presence, controlling access to premises, monitoring activities, responding to incidents, and protecting people, property and assets. This role involves remaining stationed at a specific post for the duration of shifts while maintaining vigilance and professionalism.

The position requires excellent observational skills, customer service abilities, reliability and the capacity to work independently for extended periods. Static Guards must follow post orders precisely, maintain detailed logs, respond appropriately to incidents, and provide a professional security presence that creates a safe and secure environment.

1.3 Reporting Structure

This position reports to:

- Security Supervisor / Site Supervisor
- Operations Manager / Shift Manager
- Client Site Manager (operational matters)

1.4 Employment Type

This position is available as:

- Full-time (38 hours per week)
- Part-time (regular rostered shifts)
- Casual (variable shifts based on requirements)

2. Key Responsibilities

2.1 Access Control and Visitor Management

- Control entry and exit to premises at designated access points
- Check identification and credentials of visitors, staff and contractors
- Issue visitor passes and maintain visitor sign-in/sign-out registers
- Verify delivery drivers and escort authorized visitors when required
- Operate access control systems including swipe cards and intercoms
- Refuse entry to unauthorized persons professionally
- Monitor vehicle entry and exit from car parks and loading areas

2.2 Surveillance and Observation

- Maintain constant vigilance of assigned area and surroundings
- Monitor CCTV screens when stationed at control points
- Observe for suspicious persons, activities or security concerns
- Watch for safety hazards, fire risks and maintenance issues
- Identify and report unusual occurrences promptly
- Remain alert throughout entire shift duration
- Conduct visual checks of surrounding areas from post position

2.3 Incident Response and Management

- Respond to alarms, incidents and emergencies from fixed post
- Contact emergency services when required
- Follow emergency response procedures including evacuation protocols
- Provide first aid assistance when trained and safe to do so
- Manage incidents calmly and professionally
- Secure area and preserve evidence following incidents
- Communicate incidents to supervisor and control room

2.4 Documentation and Reporting

- Maintain accurate security logs and occurrence books
- Record all visitors, contractors and deliveries
- Complete incident reports for all security occurrences
- Document shift activities and observations
- Report maintenance issues and safety hazards
- Complete handover notes for incoming guards
- Ensure all required documentation is accurate and legible

2.5 Customer Service and Communication

- Greet visitors and staff courteously and professionally
- Provide directions and general assistance to authorized persons
- Answer phone calls and respond to queries appropriately
- Communicate clearly with site staff and management
- Maintain professional demeanor in all interactions
- Handle complaints and concerns diplomatically
- Represent the security company and client professionally

2.6 Post Orders and Procedures

- Follow site-specific post orders and standard operating procedures
- Understand and implement emergency response plans
- Operate security equipment including radios, access systems and alarms
- Conduct required patrols or checks from fixed position
- Monitor and control lighting, heating or other building systems as directed
- Secure premises at commencement and end of shifts
- Complete opening and closing procedures as required

2.7 Safety and Compliance

- Maintain safe work practices at security post
- Wear appropriate uniform and personal protective equipment
- Follow WHS policies and report hazards immediately
- Understand and implement fire safety procedures
- Conduct safety checks of guard post area
- Report equipment faults and maintenance needs
- Comply with all security licensing requirements

2.8 Deterrence and Prevention

- Provide visible security presence to deter criminal activity
- Challenge unauthorized persons attempting to enter premises
- Prevent theft, vandalism and trespassing through presence and vigilance
- Identify vulnerabilities and report security concerns
- Maintain professional appearance and demeanor
- Project confidence and authority at security post

3. Required Skills and Attributes

3.1 Essential Skills

Observation and Vigilance

Strong observational skills to monitor premises and identify issues. Ability to remain alert and focused during extended static duties. Attention to detail for noting unusual activities or persons. Capability to maintain vigilance in potentially monotonous environment.

Communication Skills

Clear verbal and written communication for reports and interactions. Professional telephone manner for handling calls. Ability to provide directions and information clearly. Strong interpersonal skills for dealing with diverse persons.

Customer Service Orientation

Friendly and professional approach to greeting visitors and staff. Courteous demeanor while maintaining security standards. Ability to assist people while enforcing access control. Balance between security duties and customer service.

Reliability and Responsibility

Dependable attendance and punctuality for all shifts. Trustworthy character for working unsupervised at post. Responsible approach to security duties and protocols. Integrity in performing duties when alone.

Technical Competence

Ability to operate access control systems and security equipment. Basic computer skills for electronic logs and systems. Capability to use radios and communication devices. Understanding of CCTV monitoring and alarm systems.

3.2 Personal Attributes

- Professional appearance and demeanor
- Patient and able to work in static position for extended periods
- Honest and trustworthy character
- Calm under pressure and during incidents
- Self-motivated and able to work independently
- Respectful and courteous to all persons
- Alert and attentive throughout shifts
- Flexible regarding shift times and conditions
- Strong work ethic and commitment to duty
- Neat personal presentation and grooming

4. Qualifications and Requirements

4.1 Mandatory Requirements

- Current Security Licence (Class 1A or equivalent in relevant state/territory)
- Current National Police Check (obtained within last 12 months)
- Eligibility to work in Australia
- Minimum age 18 years
- Physical fitness for standing and walking during shifts
- Basic English literacy and communication skills
- Current First Aid certificate (may be provided after commencement)

4.2 Desirable Qualifications

- Certificate II in Security Operations
- Previous security or customer service experience
- Advanced First Aid or CPR certificate
- Experience with access control or CCTV systems
- Experience in similar fixed post security roles
- Additional security licences (crowd control, etc.)

- Stable employment history demonstrating reliability

4.3 Physical Requirements

- Ability to stand for extended periods (up to 8-12 hours)
- Good vision and hearing for observation duties
- Capability to walk and conduct limited patrols from post
- Physical fitness to respond to incidents when required
- Ability to work in various weather conditions (some outdoor posts)
- Capacity to remain alert during night shifts

4.4 Experience

Entry-level positions are available for candidates with current security licences who demonstrate professional attitude, reliability and willingness to learn. No prior experience is required for suitable candidates who show strong character references and commitment to security work. Training in site-specific procedures, access control systems and emergency protocols will be provided.

5. Working Conditions

5.1 Hours of Work

- Fixed shifts at designated locations
- Shift patterns including days, afternoons, nights and weekends
- Shifts typically 8-12 hours in length
- Full-time, part-time and casual positions available
- Regular roster provided in advance
- Overtime may be available or required

5.2 Work Environment

- Fixed post at building entrances, reception areas or security stations
- Indoor locations (most sites) or outdoor weather-exposed positions (some sites)
- Corporate offices, industrial sites, residential complexes, government buildings
- Working alone or with other security staff depending on site
- Limited movement from assigned post during shift
- Access to basic amenities including breaks and facilities

5.3 Physical Conditions

- Standing for majority of shift duration at security post
- Limited seating may be available depending on post requirements
- Exposure to weather at outdoor posts
- Working during daytime and nighttime hours

- Indoor climate-controlled environments for most positions
- Regular rest breaks as per award requirements

5.4 Uniform and Equipment

- Company security uniform provided (shirt, pants, jacket)
- Black polished shoes or boots required
- Security identification badge to be worn visibly
- Two-way radio or communication device provided
- Hi-visibility vest or jacket for outdoor/traffic areas
- Personal protective equipment as required for specific sites
- Neat and professional appearance required at all times

6. Award Information

6.1 Modern Award Coverage

This position is covered by the Security Services Industry Award 2020 (MA000016). The award sets minimum pay rates, penalty rates, allowances and conditions for employees working in security services including static guard roles.

6.2 Classification Level

Static Security Guards are generally classified under the award as:

- Level 1: Security Officer performing routine security duties at fixed post
- Level 2: Security Officer with additional responsibilities or specialized duties

The specific classification level will be determined based on duties performed, experience level and specific site requirements.

6.3 Penalty Rates and Allowances

Employees are entitled to penalty rates for work performed:

- Saturday: 150% of ordinary rate (casual: 175%)
- Sunday: 200% of ordinary rate (casual: 225%)
- Public holidays: 250% of ordinary rate (casual: 275%)
- Evening shift (6pm-midnight Monday-Friday): 115% of ordinary rate
- Night shift (midnight to 6am): 130% of ordinary rate

Casual employees receive a 25% casual loading instead of paid leave entitlements. Additional allowances may apply for specific duties or conditions. Refer to the Security Services Industry Award 2020 for current rates and detailed conditions.

7. Expected Behaviours

7.1 Professional Conduct

- Arrive on time in full uniform ready to commence duties
- Maintain professional appearance and demeanor throughout shift
- Remain at assigned post unless authorized to leave
- Stay alert and focused on security duties at all times
- Treat all persons with courtesy and respect
- Follow all company policies and site procedures

7.2 Operational Standards

- Follow post orders and standard operating procedures precisely
- Complete all documentation accurately and legibly
- Report all incidents and unusual occurrences promptly
- Maintain vigilance and attention throughout entire shift
- Respond to incidents and emergencies calmly and professionally
- Communicate effectively with supervisors and control room

7.3 Security and Safety

- Enforce access control procedures consistently
- Challenge unauthorized persons appropriately
- Report safety hazards and security concerns immediately
- Follow emergency procedures and evacuation protocols
- Maintain equipment in good condition
- Prioritize safety of self and others

7.4 Client Service

- Provide excellent service to site occupants and visitors
- Create positive first impression at entrance points
- Assist visitors with directions and information
- Handle queries and concerns professionally
- Build positive relationships with site staff
- Represent the security company with professionalism

8. Application Process

8.1 How to Apply

Interested candidates should submit:

- Current resume/CV including work history and referees
- Cover letter outlining availability and interest in security work
- Copy of current Security Licence (Class 1A)
- Current National Police Check (within 12 months)
- Contact details for at least two referees
- Copies of relevant certificates (First Aid, training, etc.)

8.2 Selection Process

Shortlisted candidates will be invited to:

- Initial phone interview to discuss experience and availability
- Face-to-face interview with security management
- Reference checks with previous employers
- Verification of security licence and police check
- Site induction and training
- Pre-employment paperwork and compliance checks

8.3 Equal Opportunity

We are an equal opportunity employer and welcome applications from all qualified candidates regardless of age, gender, cultural background, disability or other characteristics protected by law.

Position Acknowledgement

I have read and understood this job description. I understand that my duties may be varied from time to time to meet the operational needs of the business.

Employee Name: _____

Employee Signature: _____

Date: ____ / ____ / ____

For Manager Use Only

Manager Name: _____

Manager Signature: _____

Date: ____ / ____ / ____