



**PROTECTIVE
SECURITY**

Security Training Manager

Career level



Entry Level

Early Career

Mid Career

Later Career



Job Description

As a Security Training Manager, your primary responsibility will be to develop, implement, and oversee comprehensive security training programs for our employees. You will work closely with cross-functional teams to identify training needs, design engaging training materials, and deliver effective training sessions.

The training manager is responsible for the organisation's internal training requirements and/or the provision of training that may include certificate training, provided through a Registered Training Organisation.



On the Job

Among the day-to-day job responsibilities include:

- Developing and implementing comprehensive security training programs for employees to ensure adherence to company policies and procedures.
- Assessing training needs and identifying gaps in security knowledge and skills.
- Designing and delivering engaging and interactive training sessions, workshops, and online modules to enhance security awareness and knowledge.
- Collaborating with cross-functional teams to integrate security training into onboarding and ongoing professional development programs.
- Staying up to date with the latest security threats, industry best practices, and regulatory requirements to ensure training content is current and relevant.
- Evaluating the effectiveness of training programs through assessments and feedback and making necessary adjustments to improve outcomes.
- Provide guidance and support to security personnel regarding training requirements and certifications.
- Maintaining training records and documentation to ensure compliance with internal policies and external regulatory standards.
- Conducting regular audits and inspections to identify potential security vulnerabilities and recommend corrective actions.
- Serving as a subject matter expert on security-related topics and participate in incident response activities as needed.

Salary & Benefits

Your starting salary can vary because of factors like employment contract, level of experience, training, or location. Your salary as a Full Time Security Training Manager may increase over time as you build skills, knowledge and experience.

Weekly Pay: \$2,000 – \$2,400

Annual Pay: \$105,000 – \$125,000

Hours per week: 38



Entry Qualifications & Training

Your role as a training manager will be to manage, facilitate and lead the training team and the training requirements of the organisation. If you personally provide training for security licensing, you will need to meet the qualifications as detailed in the “Trainers Fact File. Your employer will be interested in your management experience and qualifications.

- Previous experience in management and training.
- Proficiency in business IT systems.
- Certificate IV in Training & Assessment.*
- Previous experience in training and course material development.

*Funded Certificate training is available in some states/territories.



Career Progression

With time and experience as a Security Training Manager, you could progress to more senior security management roles. You may seek to establish your own Registered Training Organisation.

You may also decide to specialise in certain fields of security including:

- Risk Management
- Workplace Safety
- Operation Security Management Roles
- Registered Training Organisation Management



Experience & Skills Required

Your past security experience as a Security Training Manager will help you stand out to an employer.

Other useful skills to highlight to your employer when applying include:

- Deep understanding of security principles, practices, and technologies, including cyber security.
- Understanding the latest threats, vulnerabilities, and defence mechanisms.
- Proficiency in developing and delivering effective training programs. A security training manager should possess strong instructional design skills, be able to create engaging training materials, and have experience with various training methodologies.
- Effective communication is crucial for a security training manager to convey complex security concepts to diverse audiences. They should be able to articulate ideas clearly, listen actively, and foster collaboration with both technical and non-technical stakeholders.
- A security training manager should possess leadership qualities, be able to motivate and inspire their team, and effectively allocate resources.
- The ability to analyse security training needs, identify skill gaps, and develop appropriate training solutions. Strong problem-solving skills are essential for addressing unique security challenges and providing practical solutions.
- They should actively seek new knowledge, stay updated with emerging trends, and continuously improve their own skills.
- They should demonstrate professionalism, maintain confidentiality, and prioritize the security and privacy of all training activities.

Getting Started

Security Training Manager jobs are advertised under different job titles and can be found on online jobs or directly by employers. When looking on job boards, look for the following types of jobs:

Security Training Manager
Training Manager

Useful Organisations and Links

- **ASIAL**
asial.com.au
- **Security Licensing Information**
asial.com.au/security_licensing_information
- **Security Training Requirements**
training.gov.au/Training/Details/ CPP
- **ASIAL Contact Information**
1300 127 425
contactus@asial.com.au



Contact ASIAL

Security Industry House,
41 Hume Street, Crows Nest NSW 2065
1300 127 425
contactus@asial.com.au
www.asial.com.au

Supporting members, promoting standards and safeguarding public interests.



Find out more: www.asial.com.au/careers