

### Job Description and Person Specification Profile

<b>Job Title</b>	<b>Security Manager</b>
<b>Job ID</b>	<b>G62</b>
<b>Service</b>	<b>Strategic Property</b>
<b>Grade</b>	<b>Grade H (SCP 29-31) £39,862 - £41,771</b>
<b>Reporting to</b>	<b>Head of Facilities Management &amp; Capital Projects</b>

#### **The Role**

This role will be responsible for physical and electronic security across the Council's corporate estate.

#### **Main Duties and Responsibilities include:**

- To ensure that the level of security across the corporate estate is maintained to the highest performance standards at all times.
- Procure and manage contracted security services to include physical security and alarm monitoring and keyholding services.
- Ensure that the Council's property is operated safely and efficiently in accordance with required legislation.
- Carry out security risk assessments across the Council's corporate estate to identify strengths and weaknesses that could affect the safety of staff, service users and visitors and formulate action plans for improvement.
- To provide professional advice to the Head of Facilities Management & Capital Projects and other Council Officers on security matters including best practice and personal security.
- Undertake site visits to support Services with support and guidance when required.
- To work with the Head of Facilities Management & Capital Projects in devising security strategies and building improvements.
- To work with the Council's Capital Projects team to assist with security related elements of capital projects.
- Keeping up to date with current legislation and statutory guidance and ensuring and required changes are implemented across the Estate.
- To regularly liaise with the Head of Community Safety and Emergency Planning (responsibility for borough-wide security lies within this team)
- The post holder will be expected to deal with confidential and sensitive security matters.

The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post.

## About You

### Your essential qualifications

- Substantial experience in security management

### Your essential skills, knowledge and experience

- Significant experience in working as a security service provider, Police or HM Forces.
- Extensive experience of managing security within a large multi-property estate.
- Experience of managing electronic security, including but not limited to access control system, intruder alarms and CCTV.
- Excellent understanding of health and safety management and compliance with statutory legislation.
- Experience of managing, leading and developing directly employed staff teams.
- Experience of managing financial budgets.
- Extensive working experience of specifying, negotiating and managing security contracts
- Knowledge and experience of controlling statutory compliance processes.
- Excellent track record of providing appropriate advice on technical issues.
- Understanding complex council requirements and translating into policy and procedures.
- Experience of managing security across a large and complex portfolio of properties.
- Full driving license.
- Ability to work on own initiative, without supervision.
- Ability to plan and prioritise personal workloads.
- Excellent organiser of resources.
- Current relevant legislative, technical development knowledge.
- The ability to think and communicate clearly orally and in writing.
- Demonstrate a strong understanding of and commitment to the principles of equality and diversity.
- A commitment to customer and staff care.
- The ability to work under pressure.
- The ability to work flexible hours.

### If you have the following experience or qualifications – then that's great!

- Experience of working in a local government environment
- Educated to degree level or equivalent in Facilities Management or other property related subject
- First aid qualification

**Our employees' skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.**

**What can you expect from us?**

- A fair salary and benefits
- Opportunities for good health and wellbeing
- Help you to grow, develop and to do your best
- Enable you to be creative and innovative
- Fully involve you in changes that affect you and your work
- Listen, and act on your ideas and feedback

**Working together, we are proud to work for Tameside**

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

**SUPPORT**

We work in a supportive environment and actively encourage supporting each other to bring about innovation, improvement and sustainability. Good health and wellbeing is important to all of us.

**TRUST**

Trust is placed in us and we have trust in those that lead us. We feel empowered to support our residents and communities.

**RESPECT**

We relate to others in ways that we want others to understand and relate to us. The behaviour that we model sets what we expect.

**INTEGRITY**

We conduct ourselves and our services with honesty and fairness, modelling strong ethical and moral principles to ensure outcome driven results for our residents and communities.

**VALUE DIVERSITY**

We are all recognised for our diversity, commitment, skills and achievements and will challenge inequalities.

**ENGAGE**

We experience consistency in our everyday work; by being involved and having good quality and timely communication across the whole organisation. Our leaders are accessible and open to discussion.