

Job Description:
Group Security Manager

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| Function: | Security |
| Job:  | Security Manager |
| Position:  | Group Security Manager |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Account Manager |
| Additional reporting line to: | Dotted Line to National Security Manager |
| Position location: | Glasgow & Surrounding Area |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * To provide strong direction and leadership to the security team to enable Sodexo to provide a professional integrated security solution
* To manage daily the effective operation of the security service across multiple sites.
* Supporting & maintaining contract retention through living the Sodexo values and by building key relationships with the relevant client stakeholders
* Monitor the financial performance of all security contracts, and to conduct the necessary investigations and improvement plans in conjunction with the operational teams
* To promote a zero-accident mindset in all activities and to promote safe ways of working
* To make sure that all parts of the service portray the required brand and corporate image and messages
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| 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. |
| Revenue FY18: | €tbc | EBIT growth: | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc |
| EBIT margin: | tbc |
| Net income growth: | tbc | Outsourcing growth rate: | n/a | HR in Region  | tbc |
| Cash conversion: | tbc |
| Characteristics  |  |

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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Ability to be vetted to Level 3 Requirements
* Multi-Site Management of people
* To maintain legal compliance for operating self-delivery of security
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * To ensure adequate staffing levels across all sites using the agreed workforce management system
* To process all holiday requests and communicate these through to the Control Room
* To train newly appointed security officers.
* To prioritise tasks and respond to ad hoc requests.
* To complete and submit report forms relating to any accident/incident involving any member of staff, or visitors.
* To respond immediately to intruder/panic/fire alarms upon activation.
* To attend any major incident as required.
* To document all occurrences and incidents using the agreed reporting tool
* To report any faults to the works department.
* To provide written reports and witness statements to the Police if required.
* To attend Magistrate or Crown court to give evidence if required.
* To enforce Sodexo security related procedures including CCTV, violence and car parking.
* To improve security awareness by directing people towards sources of advice or information.
* To play a role in crime reduction initiatives with the police.
* To monitor the CCTV system, access control system, fire alarm system and panic alarm system
* To attend training courses as required
* Responsible for security related legislative compliance
* To understand the financial performance of the security business, drive growth in both revenue and margin through guidance
* To ensure that all customers – internal / external including site based managers receive first class customer service and that they are supported in finding the right solutions
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| 6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Ensuring security compliance in accordance to the Sodexo model and client requirements
* Managing the full security service delivery in accordance to the contract
* Providing subject matter expertise to the client in relation to physical security
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * SIA Security License Holder
* Experience with security technology and processes
* Capable of using IT based systems proficiently
* Competent in completing security risk assessments and writing detailed reports
* Strong leadership with multi-site people management experience
* Experience of legal compliance maintenance for operating self-delivery of security
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| * Client & Customer Satisfaction / Quality of Services provided
 | * Leadership & People Management
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| * Rigorous management of results
 | * Innovation and Change
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| * Brand Notoriety
 | * Business Consulting
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| * Commercial Awareness
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| * Employee Engagement
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| * Learning & Development
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| 9. Management Approval – To be completed by document owner |
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| Version |  | Date |  |
| Document Owner |  |

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