

EXTERNAL VACANCY

MANAGER, SECURITY

COMPANY: Holding Company

DIVISION: Corporate Services Division

UNIT/DEPARTMENT: Security

CATEGORY OF STAFF: Contract

JOB PURPOSE:

- The incumbent is required to develop and implement organisational strategies, policies procedures and processes that promote and maintain a safe and secure environment for the employees and stakeholders and ensure the security, premises and others assets of the Corporation.

WORKING RELATIONSHIPS:

- Reports to the Divisional Manager – Corporate Services
- Works closely with Divisional Managers, Security Agencies and internal and external stakeholders.

MAJOR DUTIES & RESPONSIBILITIES:

- **Strategic & Transformational Role:**
 - Reviews/develops strategies, policies, procedures and processes for the security operations of the Corporation.
 - Develops and implements strategies and initiatives that mitigate against risk to the Corporation's assets and employees.
 - Liaises with other relevant stakeholders to develop and implement strategies to minimise criminal activities as well as to ensure a safe and secure environment for employees, residents and other relevant stakeholders.
- **Operations Oversight Role:**
 - Monitors locations and ensures that service providers satisfy the Corporation's requirements.
 - Plans and coordinates the work activities of the Security Department.
 - Collects and analyses data and prepares and submits reports on safety and security matters in accordance with the Corporation's requirements.
 - Maintains and improves the Corporation's Fleet Management.
 - Purchasing vehicles to expand and/or enhance the fleet.
 - Scheduling regular maintenance on all vehicles.
 - Using certain devices to monitor the driving patterns of drivers.
 - Ordering urgent or emergency repairs as needed.
 - Establishing efficient routes and transportation schedules.
 - Coordinating drivers and on-staff maintenance professionals when setting employee schedules.
 - Develops and manages department's budget in accordance with strategic and operational plans of the Corporation.
 - Providing reports to management on budgeting, schedules, maintenance and fleet progress.
 - Liaises with the TTPS and relevant gangs to create and maintain safe environments that are conducive to the Corporation's residential and commercial assets.
 - Liaises with internal and external stakeholders.
 - Performs any other related duties and responsibilities consistent with the job title/position
- **Leadership/Relationship Role:**
 - Manages the Performance Management System and Annual Vacation for direct reports.
 - Provides coaching and mentoring to relevant employees of the department.
 - Prepares and submits reports in accordance with the Corporation's requirements.
 - Establishes the yearly department budget.
 - Contributes to the development of the Department's budget.
 - Develops and maintains effective working relationships with relevant stakeholders
- **Corporate Service Responsibility/Public Trust/Compliance/Risk:**
 - Assesses the impact of proposed/existing security legislations, regulatory policies, laws and regulations pertinent to the organization making recommendation for amendments.
 - Promotes and supports company policies, procedures, mission, values, and standards of ethics and integrity.
 - Identifies operational and reputational risks and develop/implement mitigation measures to address issues identified.

REPORTING REQUIREMENTS:

- Operational Reports:
 - Security Site History Report
 - Illegal Occupancy and Eviction Report
 - Gang Activities
 - Fraudulent Activities
 - Vandalism Report
 - Motor Vehicle Accident
 - Trespassing Report
 - Unauthorised Structure Activities
 - Illegal Structure Activities
- Vacation Leave Roster
- Performance Appraisal
- Attendance and Punctuality
- Succession Planning
- Reward and Recognition
- Recruitment
- Employment Contracts
- Training Plan
- Policy and Procedure Reviews and Recommendations

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's Degree in Security Administration, Management; or equivalent qualification in a related discipline; or
- Possession of a precept issued by the Commissioner of Police;
- Security qualifications from an accredited and reputable institution, Advancing Security International Services (ASIS) or equivalent is desirable; or
- Fleet management certificate would be an asset.
- Ten (10) to seven (7) years in the field of security with a minimum of eight (8) years supervisory experience in a similar environment; or
- Equivalent combination of training and experience.



EXTERNAL VACANCY

MANAGER, SECURITY

KNOWLEDGE AND SKILLS:

- Knowledge of the Trinidad and Tobago transportation network.
- Knowledge of locations of all of the Corporation's assets.
- Extensive knowledge of security, health, safety and environmental legislation, procedures and practices relevant to the operations of the Corporation.
- Excellent investigative skills.
- Ability to demonstrate leadership qualities.
- Ability to lead and develop talent and teams.
- Ability to establish and maintain effective working relationships.
- Ability to influence & negotiate.
- Ability to maintain confidentiality.
- Ability to manage change.
- Ability to multitask and complete numerous tasks within deadlines.
- Ability to think strategically and critically.
- Ability to work in a diverse, dynamic environment.
- Demonstrate leadership qualities.
- Effective problem-solving, time management, planning and organizational skills.
- Excellent communication skills (oral, written and interpersonal).
- Excellent conflict resolution, analytical, mediation and negotiation skills.
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint).

PHYSICAL REQUIREMENTS:

- Prolonged periods sitting at a desk and working on a computer.

