

ALLPAY LIMITED

[Title]

Owner	HR Manager	Date Created	28/01/2010 14:48:00
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1. JOB IDENTIFICATION

Job Title: SITE SECURITY MANAGER

Responsible to: Facilities Manager

Department(s): Security

2. JOB PURPOSE

Leading on all physical security design and implementation. Securing the whole site to the highest standard.

3. ROLE OF DEPARTMENT

To secure the whole site 24/7. Ensuring all vulnerabilities are identified and mitigated.

Creating and preserving an environment where employees, visitors and property are safe and well-protected

4. KEY RESULT AREAS

Lead strategic security planning to achieve business goals and meet regulatory and Standards compliance requirements.

Prioritise security initiatives and coordinate the evaluation, deployment and management of current and future security technologies.

Accountable for all cameras, security management systems and back-ups. Managing suppliers, maintenance and upgrades, building business cases and strategic plans as necessary to keep the site fully secure and in line with expected and required standards.

Ensure corporate working practices are followed to maintain the security and availability of the corporate site.

Identify new security opportunities and challenges and ensure action is taken to assess and mitigate risks.

Review security best practices globally (horizon scan) and propose, agree and implement changes.

Promote awareness of strategic initiatives and encourage self-sustaining security practices and behaviours across all teams. Embedding security into everything we do.

Provide support and guidance on security standards, regulations and best practice to the entire

workforce and other entities as required.

Agree and implement strategies to co-ordinate with others accountable for other areas of security in the business, such as cyber security. Taking onboard and sharing best practices, creating synergies where appropriate and distinction of duties where appropriate.

Working to ensure the alignment of the Security strategy to the whole business strategy and the wider facilities strategy.

Play a leading role in the recruitment and development of an effective security team.

Control budgets for security operations and monitoring expenses.

Aware of our commercial standing, attuned to the additional financial and regulatory risks this creates. Designing and implementing cohesive security approaches to support this.

An active, hands on role, being covert when necessary. Typically providing a high visibility presence, offering reassurance to all employees and visitors to allpay Limited.

Develop and retain a clear understanding of the PCI DSS requirements, identifying opportunities for improvement, implementing appropriate operational activities and changes that are necessary and agreed.

To ensure the team comply with and adhere to the bureau requirements for signing in and out of visitors.

Acting as a first point of contact for all entering the site, ensuring processes are followed and customers, clients, colleagues and visitors are treated with the utmost respect. Recognising that security is part of the visitor experience.

Takes the lead on all incident management requirements that impact security, pulling together a coherent team for each incident. Managing any emergencies diligently and logically, completing all relevant reports, accordingly, developing lessons learned logs and training the team on any changes in future protocols this leads to.

Ensuring appropriate management of the allpay visitor system to control the access and egress of visitors, contractors, clients, third parties within the company's security policies and procedures. Ensuring appropriate records are maintained on a daily basis.

Works as part of the overall team, ensuring segregation of duties and that their own and their teams' safety and security isn't compromised.

Active vulnerability management and threat analysis. Identifying weaknesses in our security and putting in place solutions and recommendations to reduce and mitigate appropriately.

Manages and leads the team. Ensures continuous improvement, set and expects the right standards. Performance manages individuals that don't meet or exceed these requirements.

Establishes protocols and approaches that act as a deterrent, being the 'eyes and the ears' of the site, maintaining its integrity at all times.

Develops and/or arranges appropriate training so that team are skilled in all areas of safety, security and visitor management.

Ensure the team are mobile, undertaking specific activities as required that ensure the security of the

whole site at all times. Establishing patterned protocols that act as a deterrent. Mixing this up with random activities to ensure patterns don't lead to complacency or unnecessary breaches.

Ensure that all health and safety procedures on site are adhered to. A key member of the HSE management team. Working with other managers to ensure the safety and security of everyone across site. Making active contributions and providing solutions.

Plays an active role in the security of all data, monitoring all areas by actively identifying, reporting and managing breaches. Assist with GDPR, information security initiatives e.g. clear desk policies, breaches or non-compliance, as necessary. Acts as a preventive measure for data leakage.

Devise and implement required policies, procedures and work instructions to meet identified regulatory compliance needs.

Liaising with external bodies, where required, to include the Emergency Services, external contractors responsible for the maintenance of the access control system and CCTV cameras and Alarm Monitoring Companies and/or auditors.

Undertakes internal security audits investigating issues as they are identified, providing feedback and support to put this right.

Ensures daily, weekly, monthly and annual activities are mapped out, understood and carried out by the team.

Understand the need to maintain the absolute security of the HSA and associated secure practices. Supporting the relevant teams as necessary and creating safe and secure places for them to operate.

Develops a range of scenario planning tools and activities, to ensure the team stay focused and attuned to the latest risks and attacks that may disturb the overall security of the site. Demonstrating resilience to the business accordingly.

Ensures effective risk management, establishing appropriate threats and opportunities to improve. Introducing best practices for hardening our defences.

Establishes appropriate policies, protocols and structures for the team to thrive.

Ability to prioritise, assess multiple assignments and issues simultaneously.

"The post-holder will be required to undertake such tasks as may be reasonably expected within the scope and grading of the post"

5. ADDITIONAL KEY DUTIES

Ad hoc out of hours support

May need take on different roles in security incidents, depending on their nature, but will typically be the lead.

To be trained in the use of the intruder and fire alarm system which protects allpay premises.

To be a trained first aider, fire marshal and defib operator.

To become a key holder for the Company.

6. KNOWLEDGE, TRAINING, EXPERIENCE & SKILLS REQUIRED TO DO THE JOB

Diploma in Management or equivalent level.

Appropriate qualifications and memberships for security role. Experience in a similar role and preferably trained to licenced S.I.A level.

Proven experience in a similar security role or law enforcement setting.

Experience of customer care and dealing with the public.

Proven experience of leadership, managerial or supervisory experience.

Evidence of ability to manage and prioritise their workload.

Evidence of promoting team spirit, cooperation and morale.

Evidence of ability to motivate individuals and team to achieve business and personal targets.

Expert knowledge of CCTV Systems, and associated legislation
Proficient in using Microsoft Office and relevant security technology.

Able to spot security vulnerabilities, developing appropriate penetration tests.

Experience of event management highly desirable.

Ability to demonstrate making consistent and sound decisions under pressure.

Evidence of ability to speak confidently when influencing colleagues and managers.

Is open and honest, and not afraid to challenge all forms of unacceptable behaviour.

Is always respectful and courteous to colleagues and members of the public.

Is conscientious, methodical and pays attention to detail.

Flexible and adaptable to changing working environments.

Proven ability to write concise, informative, descriptive and unambiguous reports that are grammatically correct.

Takes pride in their work and of their team.

Leads from the front, developing the mentality of a physically and mentally fit security team.

Proactive not complacent.

Partners with colleagues and peers, demonstrates commercial awareness as necessary.

Shares information and resources with others in a timely manner.

Can rapidly map, organise, maintain and identify areas for upgrade.

Sets appropriate standards and leads from the front on displaying these.

Shows a developed knowledge of appropriate legislation that impacts the way they and the team operate.

Ability to maintain confidentiality always.

Able to get to the point, a developed level of brevity.

Engaging professional, passionate and committed.

Highly planned and organised.

Curious adaptable, resilient

8. JOB DESCRIPTION AGREEMENT

We confirm that this conveys a full and accurate description of the job as at 05/06/2020

Job Holder's Signature:

Date:

Manager of Department Signature:

Date:

Director of Department Signature:

Date: