



## SECURITY SERVICES

# Security Manager

### About The Role

You will be expected to effectively manage the Security team to ensure that the team are working in line with site policies and procedures. Maintain that the Client is fully briefed and updated regarding any Security related issues that arise and ensure the Security team deliver high standards by monitoring performance levels against set customer KPI's and that performance management processes are in place and adhered to achieve these goals.

### About The Candidate:

- Must have proven management experience of at least 2 years.
- Ability to organise and motivate a team to guarantee optimum performance of the wider security team.
- Excellent IT skills including Microsoft Word, Excel, PowerPoint, and Outlook.
- Ability to coordinate and provide strategic direction to an administrative team.
- Gravitas and Resilience to work through complex requirements.
- The ability to compile and understand statistics and reports to a high strategic level.
- Leadership and ability to follow plans through to completion.
- Presentation skills (ability to develop and deliver formal presentations).
- Time management & Organisational skills.
- Excellent verbal & written communication skills, including report writing.
- Attention to detail is imperative and auditing skills are an advantage.
- Flexibility, reliability to suit the needs of the contract.

### Job Requirements:

- Liaise and maintain good customer service relationships with site staff, visitors, clients and management team. To manage an effective working relationship with all, whilst representing the site and Albson Services Ltd.
- Manage and maintain the Site Operational Working Roster.
- Amend and implement any changes as required on a daily basis.
- Maintain effective communication, both verbal and written, with the client, always ensuring the client is aware of all operational developments.
- Carry out any tasks and report back as directed or instructed by the client.
- Effectively manage On Site Security Operations ensuring that Officers are always working in line with Site Policies and Procedures.
- Ensure the Client is fully briefed and updated regarding any security issues that arise.
- Assist in Security investigations into any loss, damage or other incidents affecting property, visitors, or staff.
- Focus on Team Building, training and development of staff from all site based service partners.
- Attend meetings as requested by the client and make representation at weekly site meetings.
- Oversee the collation of Sickness/lateness records daily and update ready for performance related meetings and monthly reporting.
- Conduct fact find and disciplinary meetings - Assisting with official investigations and take meeting minutes.

### Benefits:

- Discretionary Bonus scheme.
- 26 days annual leave plus bank holidays with service-related increase to your entitlement up to 30 days plus an option to purchase extra annual leave.
- Family Friendly policies and Employee assistance programme.
- Health and Wellbeing programme which includes enhanced sick pay, monthly campaigns, training and yearly flu jabs.
- Learning and Development including coaching and professional qualification support.
- A view for career development.

Apply here → [info@albsonservicesltd.co.uk](mailto:info@albsonservicesltd.co.uk)