



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE MANAGER-SECURITY SERVICES	2. DIVISION HEAD OFFICE	3. DEPARTMENT OPERATIONS
4. ORGANISATIONAL RELATIONSHIP The Manager-Security Services will report to the General Manager-Operations.		5. NATURE & SCOPE The Manager-Security Services is responsible for developing, managing and coordinating all security-related activities of the Authority and monitors the personnel of contracted Security Services to ensure the provision and maintenance of efficient, effective and quality security services and a safe and secure environment throughout the ERHA in accordance with the overall objectives, policies and procedures and statutory obligations and guidelines of the Authority.
6. SPECIFIC ACCOUNTABILITIES The Manager-Security Services: <ul style="list-style-type: none"> <input type="checkbox"/> Develops and manages the implementation of security-related policies, procedures, systems and strategies to ensure the safety of personnel and company property in keeping with the organisation's strategic objectives. <input type="checkbox"/> Ensures adherence to all appropriate legislation and national policies in the provision of security management for the Authority. <input type="checkbox"/> Prepares and maintains a record of all operational, informational, statistical and security reports as required in an efficient manner. <input type="checkbox"/> Conducts continuous risk and vulnerability assessments on the Authority's Security Framework. <input type="checkbox"/> Conducts periodical site visits and risk assessments at all facilities within the Authority. <input type="checkbox"/> Develops and implements security training programmes as necessary. <input type="checkbox"/> Provides advice and recommendations on all aspects of security and safety matters to all members of staff. <input type="checkbox"/> Collaborates with the Occupational Health and Safety Department in the development and implementation of evacuation procedures for all facilities of the Authority. <input type="checkbox"/> Investigates and reports on all security related matters. <input type="checkbox"/> Acts as liaison with all law enforcement agencies in the prevention, control and investigation of all illegal activities affecting the Authority. <input type="checkbox"/> Liaises with the Office of Disaster Preparedness and Management in preparation for and in the event of any major disaster. <input type="checkbox"/> Prepares annual budget estimates for the security division. <input type="checkbox"/> Manages the performance of all assigned staff. <input type="checkbox"/> Performs any other related work as may be required by the approved Authority. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none"> <input type="checkbox"/> Well-developed theoretical and practical knowledge of Security Administration and Law Enforcement. <input type="checkbox"/> Considerable knowledge and understanding of Policy Formulation, Strategic Planning and Execution. <input type="checkbox"/> Strong supervisory/management skills. <input type="checkbox"/> Strong interpersonal and communication skills. <input type="checkbox"/> Ability to manage time so that all tasks are performed within specified deadlines; setting realistic goals with some flexibility. <input type="checkbox"/> Strong critical thinking and problem-solving skills. <input type="checkbox"/> Ability to prepare comprehensive reports. <input type="checkbox"/> Ability to coach and mentor subordinate staff <input type="checkbox"/> Ability to establish and maintain effective relationships with fellow employees, patients and with the public. 		

8. MINIMUM TRAINING AND EXPERIENCE

- ❑ Bachelor of Science in Security Administration and Management or an equivalent qualification from a recognized institution.
- ❑ At least seven (7) years of experience in a similar position or Protective Services with three (3) years experience in a Senior Management capacity.
- ❑ Experience in programme development and good personnel management.
- ❑ Any equivalent combination of training or experience.

9. SUPERVISORY RESPONSIBILITIES

- ❑ Contracted Security Companies
- ❑ Security Supervisors
- ❑ Junior Administrative Assistant

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- ❑ Chief Executive Officer
- ❑ Chief Operations Officer
- ❑ General Manager-Finance
- ❑ General Manager-Human Resources
- ❑ General Manager-Operations
- ❑ County Medical Officer of Health
- ❑ Medical Director
- ❑ Area Administrative Officer
- ❑ Manager-Hospital Administration
- ❑ Heads of Department

External:

- ❑ All law enforcement and protective agencies (Police and Fire Services)
- ❑ Contracted security providers
- ❑ Office of Disaster Preparedness and Management
- ❑ All Security Managers of the different Health Authorities
- ❑ Patients and Relatives