



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b> SUPERVISOR-SECURITY SERVICES	<b>2. DIVISION</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> SANGRE GRANDE HOSPITAL CAMPUS</li> <li><input type="checkbox"/> ST. ANDREW ST. DAVID</li> <li><input type="checkbox"/> NARIVA/MAYARO</li> </ul>	<b>3. DEPARTMENT</b> SECURITY SERVICES
<b>4. ORGANISATIONAL RELATIONSHIP</b> <p>The Supervisor-Security Services will report directly to the Manager-Security Services and indirectly to the Manager-Hospital Administration at the Sangre Grande Hospital Campus and the Area Administrative Officer within the County.</p>	<b>5. NATURE &amp; SCOPE</b> <p>The Supervisor–Security Services is responsible for overseeing and coordinating security operations across assigned facilities to ensure the safety and protection of staff, patients, visitors, assets, and information. The role involves supervising security personnel and contracted providers, enforcing security policies and procedures, and supporting incident response, investigations, and risk mitigation activities.</p>	
<b>6. SPECIFIC ACCOUNTABILITIES</b> <p>The Supervisor-Security Services:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assists in the implementation and ensures compliance of Authority’s Security Policies and Procedures within the assigned unit.</li> <li><input type="checkbox"/> Coordinates the required/necessary services to ensure efficiency and safety at public gatherings.</li> <li><input type="checkbox"/> Assists in the response to disasters as required.</li> <li><input type="checkbox"/> Conducts investigations and provides reports as assigned by the Manager-Security Services in keeping with the established timelines and standards.</li> <li><input type="checkbox"/> Monitors and reports on contractors’ performance to ensure efficient delivery of agreed service as tasks within the framework of the contract.</li> <li><input type="checkbox"/> Ensures the functionality of all CCTV Cameras and provides any electronic recordings as required.</li> <li><input type="checkbox"/> Assists in the resolution of conflicts through personnel intervention to achieve mutual understanding.</li> <li><input type="checkbox"/> Maintains a good working relationship with stakeholders to ensure that security goals are achieved. (contractors, law enforcement agencies and trade unions).</li> <li><input type="checkbox"/> Conducts security risk assessment at different ERHA facilities in order to detect any vulnerability and take corrective action.</li> <li><input type="checkbox"/> Responds to all security infractions in accordance with ERHA’s policies/procedures/guidelines and Standard Operating Procedures, e.g.; bomb threats, larceny and other reports of crime.</li> <li><input type="checkbox"/> Addresses any concerns regarding security personnel by Manager-Hospital Administration/Area Administrative Officers and provides updates and reports as requested.</li> <li><input type="checkbox"/> Assists in the orientation of Training of all Security Personnel in the assigned unit</li> <li><input type="checkbox"/> Performs any other related duties as required.</li> </ul>		
<b>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Proficient Security training in the field of Private Security.</li> <li><input type="checkbox"/> Conflict resolution and report writing skills.</li> <li><input type="checkbox"/> Ability to work in a hostile environment and/or unionized environment.</li> <li><input type="checkbox"/> Ability to conduct security investigations and risk assessment.</li> <li><input type="checkbox"/> Ability to conduct security interviews with victims and alleged perpetrators.</li> <li><input type="checkbox"/> Ability to communicate effectively, both orally and in writing.</li> <li><input type="checkbox"/> Ability to establish and maintain good working relationships staff and the public</li> <li><input type="checkbox"/> Ability to use Microsoft Office Suite</li> </ul>		
<b>8. MINIMUM TRAINING AND EXPERIENCE</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Training as evidence by a Diploma in Security Administration Management.</li> <li><input type="checkbox"/> A minimum two (2) years’ experience in a supervisory role within security operations.</li> </ul>		

**9. SUPERVISORY RESPONSIBILITIES**

- Not Applicable

**10. COMMUNICATION AND WORKING RELATIONSHIP**

***Internal:***

- Medical Director
- General Manager – Primary Health Care Services
- General Manager-Operations
- Manager-Hospital Administration
- Manager-Security Services
- Manager-Para Clinical Services
- Area Administrative Officer
- Nursing Administrator II
- Facility Coordinator
- All Heads of Department

***External:***

- Supervisor of Security Contracts firms.
- Law Enforcement Personnel
- Security Suppliers
- Other Security Professionals