

**JOB DESCRIPTION**

**ROLE: Head of Security**

**REPORTS TO**: Group HR Manager

**WORKING HOURS**: Monday to Friday 40 hours a week 9 – 6pm

This is a pivotal role within the B&S Group to oversee the Security across all three sites.

**RESPONSIBILITIES:**

* Managing a team of security officers over different sites.
* Recruitment of Security Officers
* Sorting Security Officer Rotas
* Completing all necessary paperwork & reports
* CCTV License required
* conducting internal & external patrols
* Staff & Vehicle Searches
* Liaise with clients in a polite and professional manner
* Maintaining a high standard of security across all sites
* To work with the Health and Safety to ensure compliance to all site H&S procedures and fire registers.
* To maintain high standards of evidential records for presentation when required i.e. search records, internal investigations.
* To be the on-site main point of contact for emergency services in the event of alarm activation/evacuations
* Making recommendations of improvements internally and externally at all sites.

**PERSON SPECIFICATION:**

* *Extensive experience in Security, strategically and tactically*
* *Negotiation skills*
* *CCTV license*
* *Ideally you will have previous experience of working in a corporate/warehouse environment*
* *Knowledge of criminal and civil law relating to security issues*
* *Commercial awareness in providing*