

VACANCY

LOCATION	-	South West London
POSITION	-	Operations Manager
REPORTING TO	-	Contract Manager
HOURS OF WORK	-	TBC
RATE OF PAY	-	£30,000
CLOSING DATE	-	21st March 2017

KEY TASK AREAS / RESPONSIBILITIES

- Managing the security team including HR, rostering, staff welfare and pay.
- Ensure the security team is adequately trained and remains current in relevant skills including operational knowledge and report writing among others
- Achieve and maintain full compliance with all company and governing bodies requirements
- Maintenance of Client, ICTS, and quality control Standards and Company Procedures
- Promote ICTS (UK) & Ireland positively
- Ensure compliance in contractual KPI's and SLA's
- Supporting other areas of the business as required

PERSON SPECIFICATION

- SIA Licence
- Managerial experience
- Holds a CMI Level 3 Award in First Line Management (or higher)
- Excellent communication skills - both oral and written
- Excellent administration skills, including basic computer skills
- Proven track record of ability to work under pressure in dynamic work environment
- Flexibility according to operational needs
- Excellent customer service skills
- A keen eye for detail with the ability to produce accurate reports under pressure of tight deadlines.
- Experience of working as a manager within the NHS – preferable

All applicants must have correct documentation enabling them to work here and also have a permanent NI number.

Internal candidates will be expected to show a good attendance/timekeeping record and also a good performance in their previous role(s).

This position may be subject to Client/Board approval.

All Managerial positions and Promotions are subject to a probationary period of 6 months.

Please Note: The probationary period can be extended should the candidate's performance not meet the required standard.

Interested parties should send their CV with a covering letter to Paul Phillips, Contract Manager, paul.phillips@icts.co.uk or to ICTS (UK) Ltd, South Block, Tavistock House, Tavistock Square, London, WC1H 9LG

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