

VACANCY

LOCATION	-	Amazon Region 6
POSITION	-	Amazon Region 6 Senior Supervisor
REPORTING TO	-	Amazon Region 6 Operations Manager
HOURS OF WORK	-	6on 3 off, 06:00 – 18:00, 18:00 – 06:00 and as operationally required
RATE OF PAY	-	£9 PH + traveling expenses
CLOSING DATE	-	15th September 2017

ICTS (UK) Ltd are looking for Senior Supervisor to have overall responsibility for the security operations within Amazon Region 6 (areas to include and not limited to; Bromley By Bow, Basildon, Grays, Dartford, Tilbury and Enfield)

KEY TASK AREAS / RESPONSIBILITIES

- First point of contact for the Supervisors.
- Deputy to the Amazon Region 6 Operations Manager
- Responsible for all day to day operational and administrative matters on site
- Responsible for all professional matters on site, to include ISO QM, BCMS, Environmental
- Dealing with all HR matters on site
- Recruitment
- Investigations and disciplinarys
- Responsible for upholding ICTS's Health and Safety standards
- Assisting the Operations Manager with writing and updating the AI's
- Assisting the Operations Manager with Payroll, Invoicing and the payroll / invoicing system.
- Staff Appraisals.
- Recurrent Training and Drills.
- On Job Training.
- Staff development.
- The post holder will be competent and articulate in attending security related meetings with the client.
- Liaising with Supervisors on meeting the client's and ICTS service expectations
- Responsible for maintaining staffing levels
- Responsible for rostering and delegation of duties.
- Ability to Manage, Measure and improve performance
- Assisting and advising security officers in the performance of their duties
- Correct and timely follow up action including reports after all incidents, events and occurrences.
- Responsible for the on-the-job training for new staff and participation in on-going training of existing staff.
- Training files.
- Responsible to ensure that ICTS staff comply with the client' and ICTS's procedures, policies and standards.
- Clients and ICTS reports (daily, weekly and monthly)
- Ensure KPIs are met.
- Conducting Self assessments.

PERSON SPECIFICATION

Essential

- 10 years checkable background
- Able to work Days, Nights, Weekends, Bank Holidays
- Experience managing multi sites and managing over 100 staff
- Computer literate
- Driving License + vehicle
- Excellent Written/Spoken English and good communication skills
- Good administration skills
- Reliability and flexibility
- The ability to work under pressure and utilising your own initiative
- Proven management skills
- Energetic and target driven
- Ability to set improvement standards on a daily basis
- SIA Licence

Desirable

- CMI level 3 and above (or equivalent)
- Completion of the ICTS Supervisors Course
- Knowledge of ICTS Procedures and ISO Procedures.

We take our commitment to principles of fairness and mutual respect for people of all faiths and cultures seriously and we expect our employees to do so as well. We take firm action where any concerns are raised both internally and by our clients, customers and members of the public.

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 Itai Sher, Regional Manager, itai.sher@icts.co.uk

ICTS IS AN EQUAL OPPORTUNITIES EMPLOYER