

LOCATION	-	DSA1 - Kenfig
POSITION	-	Security Supervisor
REPORTING TO	-	Area Manager
HOURS OF WORK	-	Shift Work
RATE OF PAY	-	£8.80 per hour working a shift pattern of 3days, 3nights and 3off
CLOSING DATE	-	24th November 2017

KEY TASK AREAS / RESPONSIBILITIES

- First point of contact for the officers and 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, including but not limited to, recruitment, investigations and staff appraisals and development.
- 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.
- Recurrent Training and Drills.
- On Job Training.
- 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.

PERSON SPECIFICATION

Essential

- **SIA – Door Supervisor**
- Successful applicants are required to provide full ten-year vetting history.
- Able to work Days, Nights, Weekends and Bank Holidays
- Computer Literate
- Good organisational and administration skills
- Proven management skills
- Applicants must be in possession of a valid Passport with any Right to Work documents or photographic Driving Licence plus counterpart,
- Full National Insurance Number,
- Proof of address i.e. recent utility bill
- SIA Licence is ESSENTIAL – Security / Door Supervisor

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 Name, Walter Chapman, Area Manager, Strategic Park, Comines Way, Hedge End Southampton SO30 4DA, Chapmanw@Amazon.co.uk

ICTS IS AN EQUAL OPPORTUNITIES EMPLOYER