

Risk 2 SOLUTION

PROTECTING WHAT COUNTS



JOB DESCRIPTION: SECURITY & EMERGENCY MANAGER (EDUCATION ENVIRONMENT)

1.0 ABOUT R2S SECURITY

R2S Security, part of the *Risk 2 Solution Group*, is Australia's most awarded security consultancy. We pride ourselves on offering a holistic suite of services to address tactical, operational and strategic risks for our clients that is unmatched by any other Australian provider. Through the strength of our group of companies, we are able to provide truly integrated solutions to the complex challenges of enterprise security in 2022 and beyond.

Recent awards won:

- **AFRBoss** – 2021 Top 10 Most Innovative Professional Services firm in Australia
- **OSPAs** – Outstanding Security Consultant of the Year 2021 – Joe Saunders CPP
- **IFSEC Global** – Group CEO Dr Gavriel Schneider named Top 20 Global Thought Leaders in Fire & Security in 2019, 2020 and 2021. Only Australian to ever feature on this list three times.
- **RMIA** – Risk Consultant of the Year 2019 – Dr Gavriel Schneider

Risk 2 Solution Group holds the following ISO Certifications:

- **ISO 9001:2015** Quality Management Systems
- **ISO 18788:2015** Management System for Private Security Operations
- **ISO 45001:2018** Occupational Health & Safety Management Systems
- **ISO 14001:2015** Environmental Management Systems

Moreover, we have provided integrated physical security advisory and protective security solutions for clients throughout Australia, as well as Africa, Europe, USA, and India – providing a holistic approach that encompasses both the physical (i.e., Security asset design) and the procedural (i.e. procedures, culture, and decision making).

2.0 THE JOB: SECURITY & EMERGENCY MANAGER

2.1 THE ROLE

We are looking for a highly competent **Security and Emergency Manager** to organise and oversee all security operations as well as emergency response and readiness, working on site at a Southeast Melbourne educational institution. Managing a robust security guard force while you develop and implement policies and procedures to maintain security and emergency response standards. The successful applicant will be employed in a full-time capacity by Risk 2 Solution with 30 hours per week allocated to the fulfillment of on-site Security & Emergency functions, and the remaining 8 hours allocated to broader consulting and/or training activities within the R2S Group. This mix will ensure growth opportunities and a variety of work that will be highly stimulating. R2S offers incredible career development and access to ongoing learning, education and qualifications that will continue to expand the capabilities and knowledge of our people.

As security and emergency manager, you will have to demonstrate excellent supervisory and emergency response skills. You will need a strong commitment to security standards underpinned by knowledge of risks and threats to our stakeholders, assets, and information. The operating environment is complex with many internal and external stakeholders and as such, you must also exhibit excellent coordination and leadership skills.

The goal is to create and preserve an environment where employees, visitors and property are safe and well-protected and if a worst-case incident happens ensure the most effective response and recovery possible.

2.2 RESPONSIBILITIES

- Coordinate, develop and delivery security and emergency management capabilities in a private K-12 educational environment.
- Lead, coordinate and manage security resources and stakeholders to ensure the maximum deterrence, detection, denial of threat and effective response and recovery should a security incident occur.
- Developing and implementing Security & Emergency policies, protocols and procedures
- Controlling budgets for security operations and monitor expenses
- Management and coordination of contracted armed security provider
- Oversee operations and functioning of electronic security solutions and physical asset protection on sites
- Attend meetings with other managers to determine operational needs
- Plan and coordinate security operations for specific events
- Coordinate staff when responding to emergencies and alarms
- Review reports on incidents and breaches
- Investigate and resolve issues
- Create reports for management on security status
- Analyse data to form proposals for improvements (e.g. implementation of new technology)
- Electronic security and monitoring contract management
- Liaison and coordination with key stakeholders
- Ensuring Emergency response and readiness across assets and staff
- Training and coordination of training of stakeholders in security awareness and related response requirements

2.3 LOCATION

Three campuses located in South-East Melbourne

2.4 REMUNERATION

Salary will be commensurate with experience and capability of successful applicant.

3.0 ABOUT YOU

3.1 REQUIREMENTS AND SKILLS

- Current Working With Children Check or ability to acquire one prior to commencement of employment
- Minimum 5 years' experience as a security and/or emergency manager or similar position
- Experience using relevant technology and equipment (e.g. CCTV, access control systems)
- Experience in emergency response planning
- Excellent knowledge of security protocols and procedures
- Solid understanding of budgeting and statistical data analysis
- Proficiency in the use of MS Office
- Excellent communication and interpersonal skills
- Outstanding organizational and leadership skills
- Prepared to commit to a multi-year contract after initial probation period

3.2 HIGHLY DESIRABLE

- Robust understanding of the Jewish community and its security structure
- Victorian Security Registration (Security Advisor) and/or Victorian Security License
- Cert IV in Security Risk Management or higher
- Understanding of current terrorism risk assessments
- Experience in intelligence gathering and/or interpretation
- Knowledge of Victorian regulations surrounding armed guards

If you feel you meet these requirements, please email your resume with covering email to:

Joe Saunders
General Manager – Business Integration, Development & Delivery
Risk 2 Solution Group
Joe.s@risk2solution.com