



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Manager, Security (New)
JOB GRADE:	GMG/SEG
POST NUMBER:	
DIVISION/BRANCH:	Corporate Services Division/Security and Transport Branch
SECTION/UNIT:	Security Unit
REPORTS TO:	Director, Corporate Services
MANAGES:	Security Officer

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

_____ Employee	_____ Date
_____ Manager/Supervisor	_____ Date
_____ Head of Department/Division	_____ Date
_____ Date received in Human Resource Division	_____ Date Created/Revised

1. JOB PURPOSE (Reason for Existence)

Under the direction of the Director, Security and Transport, the Manager, Security is responsible for ensuring a secure environment for the Ministry's staff, visitors and physical assets

2. KEY OUTPUTS (Results, Deliverables)

- Annual Budget and Work Plan prepared;
- Security Policy and procedures implemented;
- Ministry's Property/Personnel secured;
- Security data collected and analyzed;
- Security breaches identified, investigated and resolved;
- Reports prepared and submitted.

3. KEY RESPONSIBILITIES (Activities, Tasks)**A.) Management/Administrative Responsibilities**

- Participates in the development of the Operational Plan for the Branch;
- Develops work plan for the Unit;
- Prepares individual work plan;
- Prepares and manages the annual budget for the security operations of the Ministry;
- Visits Regional Health Authorities to assist in the setting up of Security Committees;
- Prepares monthly management report on activities undertaken.

B.) Technical/Professional Responsibilities;

Manager, Security,
Transport Branch,

Prepared by: HR Consultant,

Corporate Services Division/Security and
Ministry of Health,

September 05, 2016

- Participates in the development of a Security Policy for the Ministry and Regional Health Authorities;
- Coordinates security strategies or activities with public law enforcement, fire or other agencies;
- Implements security standards, policies and procedures;
- Recommends the adoption of appropriate security communication and surveillance equipment and systems;
- Keeps senior management informed about national security issues as well as security issues in violence prone communities where Ministry personnel must operate;
- Implements communication programmes designed to sensitize employees on physical, personal and document safety and security matters;
- Advise the Ministry's staff of changes to existing security arrangements and implementation of new systems;
- Monitors security policies, programmes or procedures to ensure compliance with internal security policies or applicable government security requirements;
- Communicate security status, updates and actual or potential problems to the Director, Security and Transport;
- Collects and analyzes security data to determine security needs, security programmes goals or programme accomplishment;
- Collaborates with the Director, Security and Transport in evaluating the performance of security firms to ensure that security officers adhere to the Ministry's security regulations;
- Identifies, investigates or resolve security breaches;
- Reviews reports of investigated theft, break-ins and fires prepared by Security Officer (internal) and submit to the Director, Security and Transport for further action;
- Liaises with Jamaica Fire Brigade in conducting sessions on fire prevention and fire drills with Ministry personnel to minimize loss/damage in the event of fire;
- Analyzes and evaluates security operations to identify risks or opportunities

for improvement;

- Make random checks on weekends and during silent hours to the Ministry's properties to ensure alertness of security officers;
- Assists in the conduct of security training.

C.) Human Resource Responsibilities

- Provides leadership to staff supervised through effective goal setting, delegation and communication;
- Manages the welfare and development of staff supervised through the preparation of Performance Evaluation and recommends training and other programmes;
- Provides guidance to staff supervised through coaching, mentoring and support as necessary;
- Monitors the operations of the Unit and oversees and/or participates in the review and evaluation of the work of assigned staff;
- Promotes the building of institutional knowledge for the Unit by ensuring that established systems and procedures are documented and disseminated;
- Ensures that staff adheres to the policies and procedures of the Branch;
- Participates in the recruitment and selection of staff and recommends movement when appropriate;
- Recommends vacation leave and approves sick and departmental leave for staff in the Branch and participates in the administration of staff benefits in keeping with established human resource policies;
- Recommends/administers disciplinary action in keeping with established Human resource policies;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Conducts monthly and ad hoc staff meetings.

D.) Other Responsibilities:

- Performs any other related duties, as assigned by the Director, Security and Transport.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Annual Budget and Work Plan for unit prepared within established timeframe and in the appropriate format;
- Effective security policies, procedures and systems implemented within agreed timeframe;
- Ministry's Property/Personnel secured in accordance with established standards and guidelines;
- Security data collected and analyzed in a timely manner;
- Security breaches identified, investigated and resolved within a set timeframe;
- Reports submitted are accurate, comprehensive and prepared in a timely manner.

5. INTERNAL AND EXTERNAL CONTACTS

i) Internal

Contact (Title)	Purpose of Communication
Permanent Secretary	Matters relating to the security portfolio for the Ministry
Director, Corporate Services	Matters relating to security portfolio and provide feedback
Director, Security and Transport	Matters relating to security portfolio, work assignment, general information, feedback
Other members of staff	Security concerns
Regional Health Authorities	Interpretation of policy,

ii) External Contact

Contact	Purpose of Communication
Contractors/Security firms	Performance of Security firms/guards

6. REQUIRED COMPETENCIES

Core

- Ability to communicate effectively orally and in writing;
- Good interpersonal skills and people management;
- Strong decision-making and critical thinking skills;
- Excellent leadership, networking and relationship-building skills;
- Excellent analytical and problem solving skills;
- Good planning, organizing and time management skills;
- Ability to exercise sound judgment and conviction of purpose in unfavourable/unpopular situations;
- Ability to motivate, persuade and influence others;
- Ability to prioritise among conflicting demands;
- Good customer relations skills.
- Excellent skills in teamwork and cooperation;
- Ability to work harmoniously with a diverse group of people at various levels externally and internally;
- Ability to exercise tact and diplomacy in dealing sensitive and confidential employee situations;
- Strong goal/result orientation;
- Keen listener;
- Managing external relationships
- Excellent integrity/ethics exercised in the performance of duties.
- Maintains a high level of productivity and self-direction;

Technical

- Knowledge of Government's Policies and Procedures;

- Knowledge of Ministry's Policies and Procedures;
- In-depth knowledge of security systems;
- Working knowledge of the Private Security Industry and the Private Security Regulation Authority;
- Knowledge of the Jamaica Constabulary Force Act;
- Understanding of security issues.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Management, Public Administration or Equivalent;
- The incumbent must have had training or exposure in Military/Police at the Officer's level;
- A minimum of four (4) years experience in implementing effective security systems and procedures;
- Any equivalent combination of education and experience

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Irregular working hours due to unpredictable situations / emergencies
- Working on weekend when required;
- Holder of a Valid General driver's license.

9. AUTHORITY TO:

- Recommend policy/review policy relating to security issues to Director, Corporate Services/ Director Security and Transport;
- Recommend termination of contracts re: security.

10. WORKING CONDITIONS

- Normal office conditions.