

A. JOB DESCRIPTION

Job Title	Head of Security One position in Lahore (Job reference number: HS7L) One position in Karachi (Job reference number: HS7K)		
Department	Business Support Services	Country, Region	Pakistan, South Asia
Reports to	Area Director	Pay Band	7- Salary: PKR 200,000/-
Duration of job	Fixed term employment contract for two years		

PURPOSE OF JOB

To manage and provide a high quality, efficient and integrated security service in line with British Council standards in order to allow British Council programmes and services to operate safely and securely

CONTEXT AND ENVIRONMENT

This position is part of a larger team of Business Support Services. This position will be reporting to the Area Director, and will require day to day supervision of security staff (Lahore only) as well as routine interface and relationship management with external security agencies. The post holder may also be required to work on a daily basis with the Facilities Manager and Administration Officer.

KEY RESPONSIBILITIES

Risk Assessment

1. Provide sound, accurate and reliable security briefings and updates for the Area Director and Director BSS by collating security information from a variety of sources including networking with local security and police agencies.
2. Identify any security threats and risks for senior management
3. Act as a point of contact on all security matters for staff in the office
4. Help shape security policies and procedures to enhance the implementation of British Council programme delivery in Pakistan

Relationship Management

1. Establish and maintain good working relationships with British Council staff in the office locally, nationally, and if required, regionally
2. Liaison with British High Commission security staff, British Deputy High Commission security staff(Karachi only), Pakistan Humanitarian Forum, UNDSS, International and local NGOs, Pakistan Security Forces organisations (Army, Police, etc...) as appropriate.

Security Management

1. Provide day to day security management of security staff(guards) – for Lahore only
2. Tracking and monitoring of all staff movement outside the British Council offices within working hours
3. Tracking all international staff and visitor movement outside the British Council offices on a 24 hour basis
4. Managing and approving vehicle travel by staff (route planning, risk assessments and ensuring vehicles are equipped and fit for travel)
5. Give security briefings to all new staff/visitors/consultants arriving in your area or travelling out to field sites

Training

1. Establish and conduct regular training programmes for staff including refresher training and if necessary to outsource this training where necessary.

KEY PERFORMANCE CRITERIA

- Quality, timeliness and accuracy of security of advice
- Compliance with procedures
- Effectiveness of relationships

KEY RELATIONSHIPS

The post holder will need to develop successful relationships with

- External security agencies, BHC and BDHC security staff
- Wider BSS team across the country

OTHER IMPORTANT REQUIREMENTS OF THE JOB

The post holder is required to travel extensively and work unsocial hours

Passport/visa and/or nationality requirement.	Right to work in Pakistan
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Security or legal checks required for this role.	Local police checks
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B. PERSON SPECIFICATION

	Essential	Desirable	Assessment stage
<p>Behaviours Please see <i>The Behaviours Dictionary</i> for behaviour definitions and levels</p>	<p>Behaviours assessed during interview stage of recruitment process Making it Happen – <i>More demanding level</i> Connecting With Others – <i>More demanding level</i> Working Together – <i>Most demanding level</i></p> <p>Behaviours not assessed during recruitment process Creating Shared Purpose- <i>More demanding level</i> Shaping the Future – <i>More demanding level</i> Being Accountable– <i>Most demanding level</i></p>		<p>The position holder will be required to demonstrate <u>all six behaviours</u>, on the job. These will be assessed during year end performance evaluations.</p> <p>Behaviours to be assessed during the interview stage of recruitment are mentioned.</p>
<p>Skills and Knowledge See <i>The Generic Skills Dictionary</i> for details</p>	<p><u>Communication skills</u> <i>Excellent written and spoken communication skills both in English and Urdu (L3)</i></p> <p><u>Computer skills (L2)</u></p> <p><u>Project & Contract Management</u> Managing Risk (L2) Monitoring & Evaluation (L2)</p> <p>Analytical Skills</p>	<p>Knowledge of key security issues and factors, particularly in Pakistan</p> <p>Ability to work independently</p> <p>Training skills both design and delivery</p>	<p>Short listing, Test and Interview</p>
<p>Experience</p>	<p>Three years of <u>proven security management experience</u> within the security industry, corporate sector, public sector, development sector or armed services</p>		<p>Short listing and Interview</p>
<p>Qualifications</p>	<p>14 years of education</p>	<p>16 years of education</p> <p>Training or qualification in a security management related field</p>	<p>Short listing</p>
<p>Submitted by</p>	<p>Recruitment Team</p>	<p>Date</p>	<p>December 2013</p>