



<https://citycalling.com/jobsearch/security-manager-in-birmingham/>

## Security Manager

### Description

We are hiring for a Security Manager for one of our sites based in the Birmingham area.

The role requires a fixed Monday to Friday pattern with the occasional weekend work required.

You will be responsible for:

- Operational control and responsibility for all 'day to day' site security functions and activities
- Ensuring compliance with all site access control and security reports
- Ensuring Assignment Instructions and RAMS are correct and current, whilst maintaining QMS compliance
- Ensuring teams are inducted, briefed and trained ensuring compliance with site requirements
- Management of team schedules via Timegate rostering system and resolution of staff absences in line with contractual requirements
- Recruitment of new staff and completion of associated onboarding paperwork in line with company requirements
- Ensuring HR policies are followed and the HR Management Team are supported appropriately
- Processing of annual leave and arrangement of equipment and uniform
- Completion of annual appraisals and 6 monthly probations
- Escalation and collaboration with Senior Management Team
- Primary liaison and point of contact for client SMT
- Producing weekly and monthly reporting for internal and external use
- Downloading and review of site patrol reports and addressing any non-conformances

The ideal candidate will:

- Be a fast learner with the ability to pick up various computer systems quickly
- Have excellent communication skills, both written and verbal
- Be reliable, flexible, organised and have good time management skills
- Have a strong work ethic, with the ability to work on your own initiative as well as part of a team
- Have excellent attention to detail. Have sound knowledge of HR processes and procedures
- Possess have experience in a similar managerial role
- Be SIA DS and CCTV licensed
- 1st Aid and CSCS qualifications preferred

### Hiring organization

City Calling

### Beginning of employment

ASAP

### Duration of employment

Ongoing

### Industry

Security

### Job Location

Birmingham

### Base Salary

Competitive £

### Date posted

18th March 2021

### Valid through

31.05.2021