

Job title	Site Security Manager	Date April 2025
Reports to (title)	Facilities Manager	Grade D
Contract/Department	FM	Revision 1
Location	Siemens Energy Wind Power, Hull	

Job purpose

EMCOR UK are seeking a highly skilled and proactive Site Security Manager to oversee and manage all aspects of security at our site in Hull. The successful candidate will play a key role in safeguarding the site, its assets, personnel, and sensitive information, ensuring a secure and compliant environment for both production and administrative operations.

Duties/responsibilities/accountabilities/deliverables

Security Operations Management:

- Lead, manage, and oversee all security operations across the site.
- Develop and implement client specific security protocols, procedures, and policies to ensure the safety and security of the factory, including access control, perimeter security, and emergency response plans.

Staff Supervision and Leadership:

- Supervise and mentor a team of 20 security personnel, including security supervisors, providing direction, training, management of holidays and general support.
- Ensure security rota is in place and all shifts covered as per contract requirements
- Conduct regular performance evaluations, team talks and briefings and ensure security staff are adhering to company standards and policies.
- Arrange extra cover, standby and replacement Security Officers from within the team as required.
- Be the direct line manager for 4 security supervisors.

Risk Assessment and Mitigation:

- Conduct comprehensive risk assessments and security audits of the site, identifying vulnerabilities and recommending appropriate risk mitigation measures.
- Collaborate with local law enforcement, emergency services, and other relevant stakeholders to address any security concerns.

Compliance and Regulatory Standards:

- Ensure compliance with all relevant UK Port security regulations, health and safety laws, EMCOR UK and client internal policies and security requirements.

- Maintain up-to-date knowledge of security trends, legal requirements, and best practices in operational sector.
- Ensure assignment instructions, Standard Operating Procedures (SOP's) and any other relevant Security Manuals are updated and maintained in response to incidents.
- Ensuring that all team members have read and signed to say they understand the requirements of the procedures.

Incident Response and Investigation:

- Lead the investigation of security incidents, thefts, or breaches, and prepare detailed reports on findings and corrective actions.
- Manage the coordination of emergency response plans for fire drills, evacuations, and other urgent security-related events.
- Support with all HR processes when necessary.

Security Technology Management:

- Oversee the installation, operation, and maintenance of security systems, including CCTV, alarm systems, access control, and other monitoring technologies.
- Ensure the ongoing effectiveness and functionality of all security-related technology and equipment.

Communication and Reporting:

- Be the primary point of contact for all security-related issues and concerns within the operational team.
- Prepare and present regular security reports to senior management, detailing security risks, incidents, and performance metrics.

Resource responsibilities

4 x Security Supervisors
16 x Security Officers
3rd party Security Officers

Person specification

- Clearance to BS7858
- SIA Licence – Security Guard (SG)
- SIA Licence – CCTV
- First aid qualification
- Customer service experience
- Ideally 3-5 years management experience in a Corporate Security environment, HM Forces or Police.
- Excellent communication skills, verbal and written English
- Excellent IT skills including Microsoft office • Experience of report writing, agenda setting and chairing duty briefings
- Negotiating skills
- Planning, organising and delegating skills
- Smart Appearance
- Cooperative with a 'can do attitude'
- Be able to carry out physical duties onsite if required
- A flexible approach to work, and changing demands
- Polite and courteous when dealing with staff and clients
- Understanding of Health & Safety at work regulations
- Commitment to quality service in compliance with company policy and procedures including Assignment Instructions
- Commitment to Equal Opportunities in particular treating everyone with respect
- Commitment to employee and personal development
- Management experience gained within the security industry
- Awareness of financial and corporate responsibilities

Other factors relevant to the job

Shift Pattern – Mon to Fri 0730 – 1630 40hrs PW (flexible working may be required to react to site security issues)
Vetting Level – BS7585

Line Manager Signature	
---------------------------	--

Job Description

Print Name	
Date	

Job Holder Signature	
Print Name	
Date	

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	