

# Job Description

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.

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- 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

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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>	