

ÁRAS NUA-EALAÍNE
NA hÉIREANN
IRISH MUSEUM OF
MODERN ART

+353 1 612 9900
imma.ie

IMMA

**ROLE PROFILE
SECURITY
SUPERVISOR**

Ospidéal Rioga
Cill Mhaighneán
Baile Átha Cliath 8
D08 FW31, Éire

Royal Hospital
Kilmainham
Dublin 8
D08 FW31, Ireland

ROLE PROFILE

Security Supervisor, Permanent Full-time Post

Job Reference:	2018 SEC/8
Job Title:	Security Supervisor (Permanent Full-time Post)
Reports To:	Head of Fire & Security
Location:	IMMA, Royal Hospital Kilmainham, Dublin 8
Key Terms:	
<ul style="list-style-type: none"> • Permanent Full Time Post • Supervisor Mediator Grade (PPC) Effective from 01st October 2018 €33,433 to €44,177. Candidates should note the Irish Museum of Modern Art complies with Department of Public Expenditure and Reform and guidelines on Public Sector pay and conditions of employment and entry level will be at Point 1 of this Grade. 	

Purpose of the Role:

To maintain supervisory responsibility for security and fire safety of the Royal Hospital Kilmainham site, building and all offsite storage facilities, and assist the Head of Security & Facilities to ensure that the above comply with fire safety legislation under the Fire Services Act. To ensure the security and safety of all IMMA staff, assets, Collections and visiting Exhibitions. To supervise the Internal Security Team and contracted security personnel. To oversee the Public Engagement Team in the absence of the Public Engagement Supervisor. To liaise directly with Head of Collections as part of the Disaster Planning Team

Key Tasks

1. Security Supervision

- Supervise the Operational Security Team
- Ensure a Daily briefing is delivered to the Security Team
- Supervise the on-site Security Calendar
- Monitoring Contracted security performance indicators
- Liaison with Contracted Security Operations Managers as required
- Supervise accident and incident reporting by security team
- Supervising maintenance of all security logs and fire registers
- Supervising contractor access management including Hot Works Permits
- Supervising Traffic Management Plan as required

2. SOP Management

- Implement & maintain Security Department SOPs
- Writing security/invigilation guidelines for staff working on gallery floors
- Writing and implementing SOP Manual for Engagement/Security Teams

3. Training

- Maintain accurate training records for the department in conjunction with the Visitor Engagement Team Supervisor
- Supervise Regular Department training on Fire Panel, CCTV Endura, Genyses Management System, Access Control, Fire Evacuation (Security & Engagement Team), Fire Lift Evacuation and Disaster Plan Procedures
- Assist in quarterly staff fire training
- Responsible for Staff training of fire safety & security (Part of Induction)

4. Programme Evaluation

- Attend Mid and Post Exhibition feedback meetings with the Visitor Engagement Supervisor
- Work with the Programme Production Manager to risk assess proposed exhibitions with the Engagement Team Supervisor

5. Disaster Management

- Assist in updating and implementing the departments responsibilities to the museum Disaster Plan

6. Garda Liaison

- Assist with the vetting of staff for employment and working with Children & Young Persons
- Supervising Data Protection and FOI requests relating to the security operation

7. Staff Management

- Liaise with Engagement Team Supervisor regarding gallery manning levels and rostering
- Supervise, attendance, holiday and sickness records for submission to the Department office
- Time sheets submission to VET Supervisor
- Oversee the work allocation/availability of Casual Engagement Team/Security Panel
- Rostering staff as required for additional IMMA events in conjunction with Public Engagement Supervisor

8. Stakeholder Liaison

- Liaison with OPW/BMS maintenance of building security systems

9. Cross Functional

- Working with curators and artists on risk assessing proposed exhibitions
- Assist with procurement and management of contract security, equipment & systems
- Assist in implementing departments responsibilities of the Disaster Plan

10. Other Responsibilities

- Overseeing the operation of Security Department in the absence of the Head of Security/Facilities
- Overseeing the supervision of the Public Engagement Team in the absence of the Public Engagement Supervisor

Key Performance Indicators

- Security Team achieves and maintains expected standards
- Maintain accurate registers as required by Fire Services Act
- Security systems and records are maintained as required by Security Licensing Legislation.
- Supervise through regular reviews and physical testing of systems that all buildings are safe and secure.
- Effective security/fire safety contribution as part of the IMMA team for all events & exhibitions open to the public
- A safe and secure environment for staff, visitors and contractors through supervision of the security team
- All staff in the department are trained and capable of achieving their responsibilities as per their job descriptions
- Good working relationships with outside agencies who integrate with the IMMA operation
- All working standard operating procedures are accurate and reflect the daily requirement of the operation
- Personal skills to maintain an effective knowledge of museum, fire safety & security industry practices

- A safe working environment for a place of assembly, exhibitions and events held at the RHK
- Good interdepartmental working relationships within IMMA

Candidate Profile:

The following are the key skills and personal competencies required for the role:

- Must have excellent interpersonal skills
- Must be motivated and able to interact positively with a wide range of people, including their agents and equivalent staff in other institutions and organisations
- Must be team focused
- Must have knowledge of safety procedures in the Fire & Security sectors
- Must possess the presence, stature and personality to supervise an experienced team
- Must be able to multitask and be capable of showing leadership at all times
- Should have experience in working in a customer focused environment
- Must have a working knowledge of fire building regulations and codes relating to places
- Must have or be able to develop working knowledge on multi Fire Panel operations, CO Genyses Management System, Access Control, Fire Evacuation Procedures, Fire Lift E Disaster Plan Procedures
- Must have and maintain an accurate working knowledge of security and museum opera relation to the protection of buildings, assets, art collections, exhibitions, art transport ar
- Must have experience in developing and implementing relevant training modules for sta
- Must have a professional and flexible approach to the position to meet the changes tha meet the demands of an international art museum

Personal Competencies

- Interpersonal skills with ability to deal with all levels of personnel and the general public and effective manner.
- Effective written and oral communication including capability to report verbally, through of relevant reports, all incidents, accidents, potential problems or causes of concern in a clear and concise.
- Capable of using own initiative and independent judgment within established guidelines
- Ability to read, understand and follow Museum standard operating procedures.
- Ability to work as part of a team.
- Ability to work under pressure in a crisis situation and to multi-task.
- Experienced User of ICT systems.
- Maintain the highest standards of Personal Presentation and be Punctual.
- Ability to demonstrate and maintain the highest professional and ethical standards.
- Ability to maintain confidentiality.
- Ability to understand and support a positive attitude to Diversity in the Workplace.

Candidate Instructions

Application Process

Note: This job description is a guide to broad areas of responsibility and accountability

and should not be regarded as a comprehensive listing. The job description may be reviewed in the light of new structures and / or the changing needs of the Museum.

Duration: The current vacancy is a permanent full-time position and is pensionable.

Hours of work: The standard working week applying to the full-time hours for this position.

Pay grade & salary: The salary scale (rates effective from 1 October 2018) for the post is: Security Supervisor PPC pay grade: €33,433 - €44,177 and entry will be at the first point of the scale. Candidates should note that IMMA complies with Department of Public Expenditure and Reform regulations and guidelines on Public Service pay and conditions of employment.

How to apply: Applicants should submit a Curriculum Vitae along with a cover letter by email, or meet the required criteria to

human.resources@imma.ie

Closing date for receipt of applications: Wednesday 19th December 2018.

IMMA is an equal opportunities employer

Other Information

Please note successful candidates are required to be compliant with

- ✓ IMMA's Security and Garda vetting procedures.
- ✓ All qualifications of successful candidates will be verified.

Appointment will be on condition of obtaining

- ✓ Two satisfactory work references.
- ✓ Successful candidates must be able to demonstrate the Right to Work in Ireland.