

IMMA

ROLE PROFILE

SECURITY TEAM FACILITATOR

ROLE PROFILE	
Job Title:	Security Team Facilitator Permanent
Reports To:	Security Supervisor
Location:	IMMA, Royal Hospital Kilmainham, Dublin 8
Key Terms:	
<p>The role is offered on a full time, permanent contract subject to an agreed probationary period and is pensionable.</p> <p>The Salary is in accordance with the 1st point of the PPC as at 01st August 2025. Starting at €38,560 to €49,822 Mediator Public Information PPC Scale.</p> <p>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.</p>	
Role Purpose	<p>To provide a safe working environment for staff and visiting public to the Irish Museum of Modern Art, its' galleries, exhibitions, programmes, and events.</p> <p>To ensure that the museum, its property, assets, and environs are kept secure to provide a safe environment for all visitors, clients, contractors and employees through due diligence, patrols of all environs.</p> <p>To maintain a professional approach to all aspects of the position and ensure that the museum and its environs comply with the regulations as set down by Fire Legislation, Health and Safety at Work Act and relevant legislation that may govern their dealings with visitors within IMMA. Warehouse security operation experience desirable.</p>
Key Tasks	<p>To follow all Security Standard Operating Procedures in relation to:</p> <ul style="list-style-type: none"> • Providing a visible and active Security presence in the Museum • Assisting with CCTV surveillance • Monitor and maintain the flow of visitors to the galleries ensuring adherence to Fire Safety Policies • Ensure visitors adhere to the policies of the museum and enforce these appropriately. • Identifying or reporting of hazards, incidents or accidents to the Security Supervisor • Assist with Emergency Evacuation Plans and Fire Drills • Provide Security at external Museum Events as required

Key Result Areas	Security <ul style="list-style-type: none"> • Safeguarding the museums property from Theft and Damage at all times and ensure that the museums regulations in respect of public safety and the security of its property are carried out at all times. • Safeguarding the museum staff and visitors from Fire Risk and Emergency Incidents Public Engagement & Communication <ul style="list-style-type: none"> • To ensure a positive representation of the Museum and enhance customer experience at all times.
Other Responsibilities	General <ul style="list-style-type: none"> • Keep operational and industry knowledge up to date. • Actively participate in and seek out learning and training opportunities relating to operational duties and apply the learning to carry out the role effectively. • Be open and accepting of necessary change, learning and innovation; change behavioural style or method of approach when necessary to achieve a goal. • Maintain a professional and friendly environment with all members of the public and colleagues. • Take leadership, direction, and training from management and ensure that you fully understand the company policies and operations procedures. • Ensuring adherence to HR requirements and procedures. • Ensure that you are familiar with all computer systems. • Communicate with your Manager on any issues that relate to the museum and ensure that the name of IMMA is not brought into disrepute. • Be highly motivated to succeed and driven at all times. • Complete all necessary tasks and fulfil all commitments made to your team, colleagues and manager on time and without supervision. • Managing one's time and resources to ensure that work is completed by correctly prioritising information and tasks. • Be a positive ambassador of IMMA and promote IMMA at all times. • To undertake statutory and relevant training as directed by the museum. Including mandatory Child Protection Training. Health & Safety <ul style="list-style-type: none"> • Take reasonable care to protect your own safety, health and welfare and that of any other person who may be affected by your acts or omissions while at work. • Co-operate with your employer and any other person as necessary to assist that person in complying with safety and health legislation as appropriate.

	<ul style="list-style-type: none"> • Correctly use any article or substance and protective clothing and equipment provided for use at work for your own protection (taking account of the training and instructions given by the employer). • Report to your employer or immediate supervisor, without unreasonable delay, any defect in equipment, place of work or systems of work or in any article or substance likely to endanger them or another person. • Not intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or item provided for securing the safety, health or welfare of persons in the workplace. • To attend training on health and safety as required and to be willing to undergo assessments on such training. • To be trained in and attend training sessions on first aid and CPR. • Not be under the influence of alcohol or drugs or a combination of alcohol and drugs to the extent that they are likely to endanger their own safety, health and welfare at work or that of any other person. • Not engage in improper conduct or other behavior such as violence, bullying or horseplay, which could endanger another person at work or your own safety, health and welfare.
Key Performance Indicators	<p><u>Essential Abilities</u></p> <ul style="list-style-type: none"> • Be capable of maintaining a physical security presence and delivering associated duties for IMMA exhibitions and programmed events held at the Museum or other locations that may be utilised temporarily for IMMA Arts programmes. • Be capable of assisting in the physical evacuation and subsequent security of the museum in the event of fire evacuation or any other emergency that may affect the operation of the museum. • Ability to meet the additional physical requirements of the role which may involve: Standing for long periods; Running; Lifting. <p>Posses a full driving licence Class B would be an advantage.</p>
Skills and Experience Required	<p>The following are the key skills and personal competencies required for the role:</p> <ul style="list-style-type: none"> • Hold or be willing to obtain the Door Supervisor (licensed premises) licence and or the Security Guard (static) licence issued by the PSA. • Experienced of Working in a Customer Facing Environment in a Security Role • Experience of working in a multifunctional control room including operation of security management systems, multicast CCTV systems, asset protection systems, integrated fire and security management software and access control systems and protocols. • Demonstrate an extensive working knowledge of emergency fire procedures and be capable of operating all emergency fire-fighting equipment

Personal Competencies	<p>throughout the building and complex including lift evacuation.</p> <ul style="list-style-type: none"> • Demonstrated Fluency in English language – written and verbal. • Competent and trained in first aid and CPR. • Interpersonal skills with ability to deal with all levels of personnel and the general public in a professional and effective manner. • Effective written and oral communication including capability to report verbally, through email and complete of relevant reports, all incidents, accidents, potential problems or causes of concern in a manner that is 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.
Hours of Work	<p>Your normal hours of work are outlined in your Contract of Employment.</p>

This role profile is a guide to broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. The role profile may be reviewed in the light of new structures and / or the changing needs of the Museum. All employees are required to be compliant with IMMA's screening, security and Garda vetting procedures.

Signed: _____ **Print Name** _____
Employee

Date: _____

Signed: _____ **Print Name:** _____
Manager

Date: _____