Job Description

Title	Chief Security Officer
Faculty/School/Department	Property Department
Band	2
Category	Support Services
Reports to	Pro Vice-Chancellor Corporate (PVCC) and SINU Management
Location/Campus	Kukum Campus
Direct reports	PVC Corporate

Summary of Duties

To coordinate and supervise the overall security aspects of the University's physical and when available, the digital security systems, ensuring that all properties and premises of SINU are well secured and safe at all times.

Main Duties and Responsibilities

Key tasks	Administration
	• Responsible for the supervision of all security matters within SINU campuses
	• Coordinate security manpower requirements for the University as a whole
	• Identify security initiatives including development and maintaining of standard operating procedures within the securities department
	• Develop Procedures to ensure the physical safety of employees, students and visitors to the University
	• Ensure security is maintained and updated
	• Initiate and organize workplace violence awareness and prevention programs and other training requirements for the security staff
	• Maintain relationships with local police and law enforcers to create a networking support for securities for SINU
	• Implement disciplinary procedures according to established policies
	• Investigate and report security breaches to relevant authorities within the University
	• Facilitate the conduct of security audits to establish areas for improvement in the security platform
	• Create security policies, standards, guidelines and/or procedures to ensure ongoing maintenance of security

	• Supervise subordinate staff and prepare reports on staff performance, • Prepare security reports on regular basis and submit monthly reports to Property Manager, • Liaise with Police and take appropriate action on cases or incidents that might happen to University properties, staff and students • Act as mediator on security matters affecting staff, students and security guards in any disputes that might occur • Effective management of all security equipment and security vehicle • Carry out any other duties that the Property Manager/Senior Property Officer (Support Services) may direct from time to time.
Dimensions	**Problem solving and impact** • To contribute fully in resolving issues that will affect the security and safety of SINU properties, employees and students • To contribute to the overall management of the SINU security department • To alert the Property Manager on any security issues that needs management attention **Working Environment** • To balance the competing pressures knowledge transfer, Technical demands and deadlines. • To take responsibility for conducting risk assessments and reducing hazards (depending on area of work and level of training received). • To engage in continuous professional development. **Decision making Authority** • Provision of advice to Manager – Property on all security-related issues
Key Performance Indicators	• Ensure that the security of all SINU buildings/grounds, employees and students are safe at all times
General Responsibilities	• To adhere to the University's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible. • To be responsible for your own health and safety and that of your colleagues • To undertake other such other duties as may be reasonably expected. • To provide a healthy and comfortable working environment
Qualifications required	Relevant Advanced Diploma with 2 years post Advanced Diploma relevant work experience OR relevant Diploma with 3 yrs. post Diploma relevant work experience OR Relevant Certificate with 5 years relevant work experience.
Experience	**Essential:** • Complete Policy Academy training with the RSIP and, • Have worked with the Royal Solomon Islands Police for over a period of 5 years or more

	• Have a clear police record • Must be physically fit with a clear medical report • Good written and communication skills • Have good report writing skills • Computer Literate
Any other relevant information	
Most frequent Contacts	Property Manager Security Staff All University Staff Students Police Public and University Community

Document History

Approval Date/ Date of Classification	
Review Date	2 years is normal or at a change of any related document
Revision History	

Signature

Staff	
Manager	
HRM	