



UNIVERSITY of the SOUTHERN CARIBBEAN
Royal Road, Maracas, St. Joseph

CAREER OPPORTUNITY

Applications are invited from suitably qualified individuals *for* the following position:

CHIEF SECURITY OFFICER

JOB SUMMARY

The **Chief Security Officer** is responsible for integrating policies, people, and systems to develop a vision for a comprehensive university security program that includes daily operations and long-term priorities for university community safety and security, emergency management, risk management, asset protection, loss prevention, and access control. The Chief Security Officer will work collaboratively with partners across campus and in the community to champion a culture of proactive thinking throughout the University in order to maintain a safe and secure campus environment for a diverse community of students, faculty, staff, and visitors who enter the university campus. This is a full-time position and the position holder must be flexible to work the days/hours that are conducive to the University's events and operations. The Chief Security Officer reports to the Vice President Student Services and Enrolment Management.

DUTIES AND RESPONSIBILITIES

- Serves as a visionary leader; develops policies, goals, objectives, systems, procedures and priorities for the Department.
- Provides daily security briefing for the Vice President Student Services and Enrolment Management.
- Is responsible for ensuring the administrative directives regarding university and campus security are adhered to, including but not limited to special security projects, initiatives and programs.
- In collaboration with the Vice President Student Services and Enrolment Management provides leadership and coordination in the planning, development, implementation and operation of university-wide, integrated security systems, to include alarms, access control systems, video surveillance, technical platforms and physical hardware.
- Develops a system for ongoing risk assessment and vulnerability analysis ensuring adequate security services in the area of asset protection/loss prevention and safety.
- Prepares comprehensive security operations plans; manages ongoing assessments of the status of the entire campus security program.

- Assesses the organizational structure and the effective deployment of resources to meet the increasing expectations and opportunities for a broader vision of safety on campus.
- Directs the overall field operations and duties and provides direct supervision for all security staff.
- Assures that crime prevention information is made available to the university community, including immediate crime advisories when necessary; ensures that community policing standards are maintained on campus; provides practical leadership in informing university constituencies of the customer service philosophy of the University; and fosters a sense of community involvement in, and shared responsibility for, safety and security.
- Conducts regular security audits and inspections to assess the effectiveness of security measures.
- Coordinates with the Vice President Student Services and Enrolment Management to ensure that the University plan is adhered to for securing persons and property and for preventing fire and crime.
- Prepares and manages departmental budget.
- In collaboration with the Vice President of Student Services and Enrolment Management ascertains staffing level needs; and determines appropriate use of overtime services.
- Maintains and updates emergency management plans in accordance with university specific guidelines to include mitigation, preparedness, response, and recovery.
- Manages security arrangements for all university events.
- Prepares briefs and reports for Vice President Student Services and Enrolment Management including criminal and incident statistics; and provides information and or testimony relevant to incidents arising at the University.
- Directs the investigation of criminal and or violent incidents occurring on the campus.
- Creates a comprehensive professional development and training program for security staff to ensure a high level of knowledge, skills, and competencies in the areas of day-to-day training, instruction and orientation; and directs the performance evaluation of staff using University-established standards and forms.
- Works collaboratively with the Health, Safety & Environment Unit and plays an active role in ensuring that environmental health and safety standards are being adhered to.
- Works collaboratively with the Vice President Student Services and Enrolment Management in administering recruitment and selection procedures for security staff.
- Attends administrative committees and scheduled meetings as required.
- Perform other assigned duties commensurate with the position.

QUALIFICATION AND EXPERIENCE

To perform this job successfully, the position holder must be able to perform each essential duty satisfactorily. The position requires:

- A minimum of a Bachelor's Degree with area of expertise in Criminal justice or Law Enforcement or Police Science or Industrial Security or related field from an accredited institution.
- A minimum of ten (10) years' experience at the managerial level in a recognized security organization.
- Specialized training and experience functioning in a Command Staff role.
- Requires reading, writing, and oral proficiency in the English language.
- A Valid Trinidad and Tobago Driver's Permit Class 3.
- CPR and First Aid certifications.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Excellent knowledge of the SDA education system.
- Knowledge of law enforcement policies and procedures, local safety regulations, fire codes, security best practices, risk assessment and risk management.

- Full understanding of security, safety and loss control/asset protection.
- The ability to prepare briefs and reports.
- Ability to serve as an effective team leader consistently delivering on commitments and achieving expected results.
- Experience using relevant technology and equipment (e.g., CCTV, access control), Microsoft Suite and other relevant applications.
- Proven ability to lead crisis management and event security.
- Ability to confidently and effectively engage with senior, executive leadership and build stakeholder relationships via strong interpersonal skills.
- Experience building diverse teams and demonstrated focus and execution on enabling diversity in the workplace.
- Strong written, interpersonal, verbal, presentation, organizational and analytical skills.
- Critical and creative thinking as a problem-solver.

OTHER REQUIREMENTS

- Confidentiality, integrity, dependability, and conscientiousness.
- Appropriate and professional appearance and demeanour.
- Committed to high moral, spiritual and ethical values of the Institution.

Applications should include a Cover Letter, a detailed Curriculum Vitae, two (2) written recommendations, including one from current employer, photocopies of relevant academic qualifications and contact number/s should be forwarded to:

**THE DEPARTMENT OF HUMAN RESOURCES
UNIVERSITY of the SOUTHERN CARIBBEAN
P. O. BOX 175
PORT-OF-SPAIN
TRINIDAD & TOBAGO**

Or email us at: hr-recruitment@usc.edu.tt

Applications should be received no later than August 15, 2024.

The University wishes to thank all applicants for their interest. However, only short-listed applicants will be contacted.