Model job description

# Physical Security Manager

## Scope, purpose and nature of role

Reporting to the Chief Information Security Officer, the Physical Security Manager (PSM) is accountable for achieving and maintaining adequate physical security for the organization’s tangible assets. The PSM manages the security guards and outsourced security contracts. Working in conjunction with other professionals (Information Security, HR, Health & Safety, Risk, Compliance, Facilities, Procurement *etc*.), the PSM offers specialist support and advice to management, for example assisting in the assessment of physical security risks in various work-related locations (including mobile and home workers) and the selection and implementation of suitable controls.

## Distinguishing characteristics of the ideal candidate

The following personal traits and competencies are high on our wish-list:

* ‘Firm yet fair’: sufficiently assertive and physically capable to deal effectively with intruders, thieves, saboteurs, unruly employees *etc*. without being overtly or excessively violent;
* A good judge of character, able to spot and deal with trouble makers *before* trouble flares up;
* Brains *and* brawn: have ‘presence’, shows restraint and negotiates a calm outcome;
* Good in a crisis: reacts coolly and calmly when others panic;
* A competent, solid, dependable and supportive manager, able to work with staff, other managers and subcontractors and handle stressful situations;
* Personable with a good sense of humor.

## Qualifications, skills and experience

The following are relevant and desirable for this role:

* **Physical Security management:** at least 2 years as a Physical Security Manager, Shift Leader or equivalent.
* **Physical Security background:** at least 8 years’ service in commercial security, or at least 4 years in military security or policing. Demonstrably competent to manage and use physical security equipment, searching and screening procedures, physical key management, rostering, first aid and so forth.
* **Qualifications:** verifiable evidence ofrelevant qualifications, defined career path *etc*.
* **General:** at least 10 years’ cumulative employment record; a career security specialist with a clean record *i.e*. no serious criminal convictions or jail time; competent at writing effective, professional business communications including management reports.

Candidates must be willing to undergo background checks to verify their identity, character, competence, qualifications, skills and experience.