

Manager (Security and Risk)

Looking for a stimulating workplace?
Want to join an award-winning, vibrant,
community-focused team who enjoy
coming to work?

Canterbury Museum acquires and cares
for worldwide collections of human and
natural history, and presents them to
over 800,000 visitors each year through
a dynamic series of exhibitions and
programmes.

We seek a highly experienced manager
with outstanding people skills. The job
focus is on the safety and security of our
staff, visitors and priceless collections.
Whilst the role has a safety and security
focus, you do not necessarily need
to have previous experience in this
area, as this role would be suited to
an experienced people manager. A
demonstrated ability to learn quickly will
of course be an advantage.

If you are an experienced people
manager, interested in working at
Canterbury Museum, but apprehensive
in regards to the security focus of the
role, we would welcome the opportunity
to discuss the position with you further.

All applicants must hold the right to
live and work in New Zealand and
commencement will be contingent upon
a successful Police Vetting clearance.

**To find out more about this position
and how to apply please visit the
careers page on our website**

**www.canterburymuseum.com or
for more information please phone
Holly Benson 03 366 9429 x 823.**

**Applications in the specified format
close at 5.00 pm on Friday 1 February
2019.**



How to Apply

Applications are invited by letter with attached Curriculum Vitae. The letter should include your own assessment of your suitability for the position against the ideal Candidate and duties and indicate when you are free to take up duties. The Curriculum Vitae should include information about your experience and qualifications and the names and contact details (address, email and telephone numbers) of two or three people who are willing to assess the applicant's merits if confidential reference is made to them. You also need to state whether or not you have any convictions/hearings pending in the courts, and confirm that you have existing rights to live and work in New Zealand.

Your application should be addressed to **Anthony Wright, Director**, and emailed to:

SRMApplication@canterburymuseum.com

Applications will close at 5.00 pm Friday 1 February 2019. Applications not providing the information set out above will not be accepted.

Conditions of Employment

Conditions of employment are set out in the standard Canterbury Museum Individual Employment Agreement.

Applicants must have the right to live and work in New Zealand.

Confirmation of employment will be subject to a satisfactory response to a police vetting check and the Ministry of Justice's 'Request by a Third Party under the Official Information Act for a copy of criminal convictions held' (required by the Museum's Security Policy).

Remuneration

The Museum employs a job sizing methodology which assesses relativities between positions and relates jobs to salary bands. Each band has a scale running from 80% through to 120%, with 100% being the midpoint which is commonly understood to be the value where the job is being carried out at a successful and fully competent level.

Remuneration at commencement will be based on qualifications and experience and is likely to be in the range of \$74,144 per annum (80% of Band F), and \$97,315 per annum (105% of Band F).

JOB VALUE STATEMENT

Date:	March 2018
Job Title:	Manager - Security and Risk
Responsible to:	Public Engagement Manager, Deputy Director
Responsible for:	Protective Services Officers Team
Key Relationships:	Director Strategy Team Public Engagement Manager, Deputy Director Building Operations Manager Leadership Team

1. Job Context

The **Canterbury Museum** exists to add value to the present and future citizens of Canterbury and the many visitors to Christchurch, by welcoming our visitors to explore the diversity of the natural world and our cultural heritage and to make this a fun experience. This will be achieved through:

- creating an interactive experiential journey for our visitors through which we tell the stories of Canterbury Waitaha and New Zealand Aotearoa and provide a view on the rest of the world
- reaching out to children of all ages and providing learning experiences in an informative and enjoyable setting
- building and properly caring for the collection of priceless treasures we hold in trust for the community
- high quality relevant research on our collections and the dissemination of the results to the widest possible audience
- working with a range of partnerships which integrate us into the wider community. In particular we are committed to working with iwi in the spirit of the Treaty of Waitangi, embodying concepts such as mauri (life principle), kawa (dedication), mana (integrity) and wairua (spirit)
- providing our visitors with friendly high quality service and ensuring equitable access to all
- upholding and adhering to the highest professional standards of best practice
- providing maximum community benefits from the resources made available to us
- providing staff with the learning and development opportunities required to enable them to carry out their work.

The General Manager - Security and Risk is a member of the Museum Leadership Team and reports to Public Engagement Manager, Deputy Director (see attached Organisation Chart).

2. Job Purpose

The position of the Manager- Security and Risk exists to provide security and risk management to ensure the safety and security of the Museum's people, buildings and collections.

3. Key Output Areas

The duties and responsibilities outlined describe the core tasks, you may be required to undertake other duties.

1. Ensure a physically secure environment for visitors, staff and contractors by:

- co-ordinating Protective Services staff and security contractors to meet security requirements:
 - rostering staff equitably
 - effective delegation of daily routines for security, building hours of opening/closure, control of hazards, and emergency evacuation
 - establishing and maintaining communications via security/management briefings, one-on-one with staff, group memos, radio, e-mail and voice mail
 - cash handling protocols
 - Advising other staff or project teams on appropriate security arrangements for exhibitions, collections, functions and events
- developing and maintaining security techniques, tactics, policy and procedures to integrate the new system
- building a security conscious and informed work culture
- advising management of any breach of security in a timely manner
- documenting security breaches/issues as per Museum policy and procedures
- investigating any breaches of Museum security in order to promote continuous business improvement
- monitoring and managing the technical surveillance security system
- planning, programming and managing the Access Control and Surveillance system and data maintenance
- in time overseeing the establishment of an on-site 24 hour security control facility with associated standard operating procedures

2. Thoroughly prepare the Museum for all emergency management situations by:

- Maintaining open and professional communication channels with Strategy and Leadership Team managers.
- Maintain and refine an emergency management plan including responses to fire, civil defence, bomb threat, armed robbery, power failure and earthquake situations
- Updating Emergency Management policy and procedures
- organising emergency management training for all credible risks
- maintain, audit and purchase emergency supplies and equipment as required
- maintain auditable training records for each PSO staff member and other members of staff

3. Ensure integrated outcomes for building facilities and security by:

- working closely with the Building Operations Manager, being mutually supportive and fully visible to each other
- sharing knowledge in such a way that it is duplicated to removes single person dependency (staff or contractor)
- sharing on call responsibilities with other Museum Managers for emergencies
- working collegiately with Strategy Team, Leadership Team and other staff to achieve compliance requirements
- balancing operational compliance requirements, risks, customer service objectives and stakeholder expectations

4. Ensure all regulatory and other mandates impacting Museum buildings, facilities, safety and security are identified and understood by:

- having a thorough and up to date knowledge of all statutory and regulatory best practice requirements related to security, business risk and emergency management for the entire museum facility
- documenting all requirements in a logical and easy to understand manner

- maintaining external relationships with other professional organisations involved risk, reliability, security, compliance and best practices - including Christchurch City Council compliance department Police; Fire, Civil Defence and related experts

5. Develop and implement mechanisms for monitoring risk and assurance requirements in line with a due diligence approach by:

- Implementing and nurturing risk based thinking across the Museum
- Developing and guiding the risk culture to include both strategic and operation management frameworks
- Providing risk analysis, assessment and awareness training for all staff
- improving and updating the risk register
- facilitating collaborative risk assessments across groups and the whole Museum
- developing, implement and monitoring risk reduction projects and processes arising from risk assessments
- conducting or assisting with risk assessments and plans for museum programmes and activities
- leads by example through application of risk principles management

6. Promotion of Museum as a Centre of Excellence by:

- maintaining excellent internal working relationships
- clearly communicating Museum values and objectives
- contributing to the development of Museum best practice standards
- being a role model with respect to all compliance, risk and security requirements
- ensuring the use of sustainable practices wherever possible
- developing, implementing and reviewing policies and procedures
- adhering to professional standards, practices and codes of ethics
- keeping up to date with professional information, literature
- participating in relevant corporate and personal development training opportunities

7. Operations Managed by:

- forecasting, managing, reporting on budget areas
- ensuring records and information management systems are maintained to a high standard
- establishing and maintaining external relationships with relevant authorities and neighbours
- management of direct reports preparing reports for the Public Engagement Manager, Deputy Director as required.

4. Profile of an Ideal General Manager - Security and Risk

The following job competencies, qualifications and experience represent an ideal applicant. It is recognised that not all candidates will meet all criteria.

(a) Job Competencies

Knowledge

- tertiary management qualifications
- advanced knowledge of risk management principles including ISO 31000:2009 and Enterprise Risk Management best practice
- updated with all health and safety legislation, regulations and standards to include all recent changes
- emergency policies and procedures good practice
- event security management

Skills

- well-developed management and people skills
- ability to take the initiative, solve problems and make decisions
- excellent oral and written communication skills; can also report at a Board level
- extremely organised and able to prioritise and allocate workloads for themselves and others
- excellent security and risk management skills; a multi-disciplinary approach
- excellent policy and procedure writing skills
- budgeting and report writing skills
- computer skills, in particular Word and Excel, but also a good applied understanding of electronic security systems hardware and software

Behaviour

- self-motivated and enthused to pursue and complete goals
- able to motivate, coach, mentor, train manage a team
- able to take control in an emergency, and make evidence based decisions
- a strategic thinker capable of generating and implementing ideas and acceptable solutions
- able to work on a number of projects at the same time
- cultural aware with an understanding of tikanga Maori and associated values
- honest, ethical and highly committed to excellence
- willing to work flexible hours and be on call as part of the leadership team
- physical fitness and dexterity

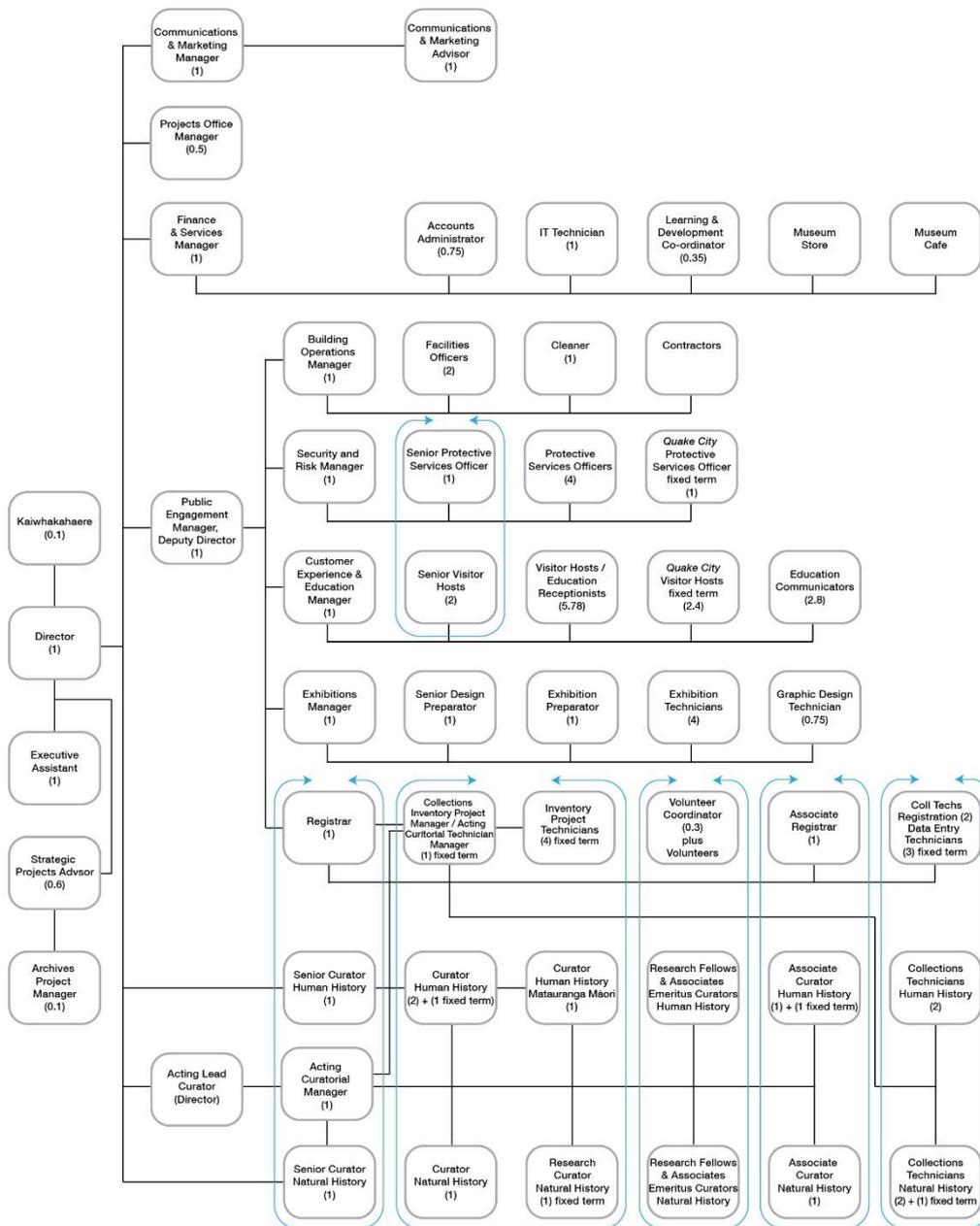
Qualifications

- people management, risk management, security management and emergency management qualifications
- leadership/management qualifications an advantage
- a current Driver's Licence
- a current First Aid Certificate and ability to work at heights and confined spaces
- an approved Ministry of Justice clearance and or approved security clearance

Experience

- extensive experience in people management
- experience implementing change and integrating new procedures and activities
- experience in managing security services
- experience in risk and assurance management and its practical applications.
- experience in contractor management

organisational chart



August 2018