



## JOB DESCRIPTION

<b>Role:</b>  Safety and Security Manager	<b>Business Function:</b>  Safety and Security
<b>Reports to:</b>  Head of Safety and Security	<b>Department:</b>  Facilities
<p><b>Purpose:</b> <i>Brief summary outlining purpose, scope and complexity of the role.</i></p> <p>Reporting to the Head of Safety and Security, this role is responsible for managing and ensuring the safety and security of all individuals in a multi-site environment on matchdays and in a range of operational events both on and offsite. The role will work as part of an operational team and will ensure full compliance with all relevant legislation and company policies.</p> <p>The role will manage investigations associated with safety operations and will also review and implement safety and security best practises.</p> <p>This role will require travel and security support for off-site football events, tours, staff and player activation events and all other on/off site activity that requires a security plan/presence.</p>	
<p><b>Accountabilities with Key Outcomes:</b> <i>Describe essential accountabilities the job performs and key outcomes. Accountabilities should be listed (max of 8) in order of importance.</i></p>	
1	Responsible for managing the safety and security of all individuals during match day operations and ensuring all legal and compliance obligations are adhered to
2	Plan and manage all aspects of the safety and security for all major events taking place on and off site including liaising and arranging relevant authorities.
3	Responsible for overall security risk management in accordance with policies and regulations to mitigate any issues which may potentially affect the club and its assets including the players.
4	Ensure the planning of safety and security across day to day events and match day operations are executed to the highest standard and inline with all relevant Company policies and regulations.
5	Responsible for assisting with the management of the event safety staff including training and development to ensure all safety and security operations run smoothly
6	This role involves working with children and/or vulnerable adults in a Regulated Activity (or in close proximity to children and/or vulnerable adults). This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding vulnerable people.
<p><b>Knowledge, Skills and Experience:</b> <i>Please give details of the knowledge, education, formal qualifications, specialised training or experience required for the job. Indicate whether requirement is <b>essential</b> or <b>desirable</b>.</i></p>	



<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> <li>• Experience of managing safety and security event operations in a multi-site environment</li> <li>• Knowledge of relevant regulations and legislation including Safety of Sports Ground legislation and the Green Guide</li> <li>• Previous experience of working as a Safety and Security Manager</li> <li>• Ability to evaluate and advise on potential safety and security risks and identify solutions</li> <li>• Ability to remain calm under pressure and undertake risk management to make informed decisions</li> <li>• Ability to review site and planned security and identify development needs</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience working in sporting environment in a safety and security Manager role supporting with event operations</li> <li>• Experience in manned guarding operations including close protection and corporate security</li> <li>• Experience planning and delivering security operations within international settings</li> </ul>

**Job Impact/Influence Measures:** Show data in approximate or in a range which job has impact on. Please state if the impact is **direct** or **indirect**. Think about financial elements e.g. budget, scale of role e.g. people management, network reach, sales impact etc.

This position will have a direction impact on people management with external contractors, causal and matchday staff, internal and external stakeholders in order to achieve the commercial and football goals within the organisation, whilst maintaining a safe operation.

Has direct impact on reducing security risks at group and club level.

**Decision-making Authority:** Indicate what decisions the job is expected to make and what it is expected to recommend.

The post holder will offer alternative solutions to security challenges with regards to matchday, staff and player travel and tours, concerts, and any other event activity within the club/group.



## Organisation Chart

