

Role Title

Ref no- 19/09/310

Security Officer
Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Advisory, policy and Expertise	4	Dhaka	Indefinite	Head of Security

Role purpose

The role will be ensuring compliance with global, regional and Bangladesh security, health, safety and fire procedures, policies and standards. Also, he/she will be managing guard force in terms of their discipline and code of conduct, Additionally, he/she will liaise with law enforcement agencies for official travel and visits, as required.

About us:

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

Geopolitical/SBU/Function overview:
Security Team

The security team is a small team of 3, under Head of Security, and is located within the Business Support Services (BSS). BSS are responsible for delivering effective, efficient 'back office' functions across BC Bangladesh, including HR, Facilities Management, IT & Finance

Security Context

There has been an increase of terrorist activities over the last few years. Attacks have been targeted against a cross-section of society, including religious minorities, secular bloggers, the LGBT community, scholars and westerners alike.

Since the 'Holey Artisan Bakery' incident in 2016, in order to curb the rise of terrorism, the government over the last 4-5 years has addressed this issue by activating specialist police forces aimed at clamping down on rising extremism. It appears to have worked, with no major terrorist incident in Bangladesh over the last few years.

The largest ongoing challenge that Bangladesh has faced has been the migration of more than 671,000 Rohingya Muslims who have fled Burma's Rakhine State to escape the military's large-scale campaign of ethnic cleansing. There has been no overt impact on the overall security situation in Bangladesh, but a year on this continues to be a focus for the local and international community

In terms of the South Asia region, Bangladesh continues to have a fragile relationship with Pakistan, centred on their shared history and perceived Pakistani support for extremists. Travel

between the two countries has become extremely difficult. In contrast, India under Modi, has accelerated, and has proved both a political and economic ally for the Bangladeshi government.

Main opportunities/challenges for this role:

- Security Officers will be responsible for managing internal security and will work closely with teams across the business.
- The position holder will ensure efficient security services are maintained including managing our contracted third-party security / guard force partner.
- Managing people and meeting competing stakeholders' requirements can be challenging, requiring tact and sound judgement.

Main Accountabilities:

Security

- Ensure security guards have a thorough understanding of all standard operating procedures (SOPs) and their role in implementing them while maintaining high customer service standards
- Managing an effective initial response to a range of 'what if' incidents & scenarios, from first aid and casualty management to political violence, threats to staff or customers or terrorist attack.
- Identify/ monitor emerging incidents using a range of systems, ensure an effective initial response is implemented and co-ordinate actions with BC, BHC, Police and other partners and agencies as necessary
- Provide effective 'out of hours' cover at evenings and weekends, managing the initial response to any incident
- Ensure all SOPs are correctly followed, regularly tested and communicated effectively to all staff members
- Provide day-to-day supervision of guards, monitoring performance, ensuring preparedness and providing support to them across all centres
- Ensure all monthly bills from security partner are duly checked and identify any discrepancies
- Act as a role model for all guards demonstrating appropriate British Council behaviours and accountabilities always
- Operate all security systems/equipment competently and be able to reset them if required
- Ensure British Council property is protected against loss, theft, damage and waste
- Provide health, safety and security training/induction as required to security guards and staff
- Ensure all shift handovers are smooth and well-coordinated
- Ensure BC transport policy is adhered to. Colleagues and visitors are tracked, and arrangements are safe and appropriate to the context and communicated to all staff, in coordination with Facilities team
- Ensure security incidents and trends are monitored and any risks are raised to Head of Security. Log books are kept up-to-date at the end of each shift
- Ensure security and H&S provision staff accommodation are checked regularly
- Coordinate with stakeholders (police, RAB and law enforcing agencies) for event management

Health, Safety & Fire (HS&F) Supervision

- Ensure all HS&F incidents are responded to immediately; a first investigation with senior management is carried out and that all areas are safe before work continues. Ensure appropriate reports are available or escalate to senior management as necessary out of hours.
- Ensure HS&F inspections of all premises are carried out on a regular basis in co-ordination with Head of Security and Head of Facilities.
- Ensure all HS&F emergency/prevention procedures, equipment and drills are monitored, maintained and tested regularly in accordance with manufacturers' schedules and / or legislation to ensure they function correctly.
- All first aid, earthquake and other pre-positioned emergency equipment cross all

- sites/vehicles are kept up-to-date
- Carry out Risk Assessments of hotels, exam venues, training facilities and conference halls as required in accordance with BC policies and standards
- Maintain a documented record of all events including tests and maintenance logs for all equipment
- Ensure the inventory management of H&S equipment.

Key Relationships:

Internal:

Business units, customers across British Council in country, region and UK; project teams

External:

Law enforcement / security agencies; British High Commission / other missions; INGOs / NGOs; vendors (guard force; facilities; systems suppliers).

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	Bangladeshi passport holder or legally entitled to work in Bangladesh.	Shortlisting
Direct contact or managing staff working with children?	No	N/A
Notes	ID, local/international police record check, qualification and reference checks are required for external candidates.	

Person Specification:

Language requirements		
Essential	Desirable	Assessment Stage
Excellent written and spoken communication skills both in English and Bangla		Shortlisting

Qualifications		
Essential	Desirable	Assessment Stage
First degree / Graduation (BA, BSc, B.Eng or equivalent	Certified training in Security, Health & Safety, First Aid or fire safety	Shortlisting

Role Specific Knowledge & Experience

Essential	Desirable	Assessment Stage
<ul style="list-style-type: none"> • At least 2 years' experience of working in Security, Fire and/or Health and Safety at a supervisory level • Experience of supervising guard force 	<ul style="list-style-type: none"> • Experience of working in a complex environment / international organisation • Previous police or military service • Experience of managing third party guard force or similar contract 	Shortlisting and/or Interview

British Council Core Skills	Assessment Stage
<p>Managing Risk (Level 2): Supports a risk management culture - Has track record of identifying and highlighting risks and suggesting mitigating actions.</p> <p>Planning and Organising (Level 1): Is methodical - Able to plan own work over short timescales for routine or familiar tasks and processes.</p> <p>Managing People (Level 2)</p> <p>Analysing data and problems (Level 1): Is systematic - Breaks down problems into a list of tasks to be done and decides on appropriate action.</p> <p>Communicating & influencing (Level 1): Communicates clearly & effectively - Listens to others and expresses self clearly, with grammatical accuracy and awareness of a diverse audience in speaking and writing.</p>	Shortlisting and/or Interview
British Council Behaviours	Assessment Stage
<p>Connecting with others (Essential) - Making regular opportunities to understand others better</p> <p>Working together (Essential) - Establishing a genuinely common goal with others</p>	Interview
Prepared by:	Date:
Ian MacDougall	September 2019

“The British Council believes that all children have potential and that every child matters - everywhere in the world. The British Council affirms the position that all children have the right to be protected from all forms of abuse as set out in article 19, UNCRC, 1989”

“The British Council is committed to a policy of equal opportunity. Our policy aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, age, disability, ethnicity, religion or marital status. We guarantee an interview to disabled candidates who meet the essential criteria”