

THE HONG KONG POLYTECHNIC UNIVERSITY

FACILITIES MANAGEMENT OFFICE

Post Specification

Security Manager (Ref. 20102909-E2)

[to be appointed at the substantive level of Facilities Manager]

Duties

The appointee will be required to:

- (a) assist the Director of Facilities Management and/or his delegates to oversee all security-related operations and provision of guarding services to the University;
- (b) identify and assess risks and develop plans to mitigate key exposures to staff, students, operation and assets of the University;
- (c) advise appropriate measures for crisis management and emergency preparedness for critical incidents;
- (d) formulate appropriate security measures to meet the security requirements of the University;
- (e) formulate actions and recovery plans to tackle unprecedented, sudden and ad-hoc incidents (such as lift trapping, physical assault, theft/burglary, vandalism, injuries, riots, demonstrations and intrusion/loitering, etc.) hindering the University's operations;
- (f) manage the 24-hour/7-day Campus Control Centre and supervise a team of security officers rendering immediate response to any emergency or urgent incidents;
- (g) assess and monitor the guarding services provided by the service provider(s) and to ensure the services fully meet the security and guarding requirements;
- (h) render tailor-made security supporting services to major events and escort services for important guests/visitors;
- (i) apply the latest innovation technologies and decide viable solutions with the technical support to improve the operation effectiveness and efficiency of security systems including CCTV system, access control system, car parking system and alarm monitoring systems, etc.; and
- (j) perform any other duties as assigned by the Director of Office or his delegates.

Qualifications

Applicants should have:

- (a) a recognised degree in Facility Management, Security Management, Property Management or a related discipline;
- (b) at least eight years of law enforcement and/or security experience;

- (c) extensive experience in managing and formulating policies and strategies as well as implementing changes with significant impacts;
- (d) proven supervisory experience in leading a team of professional and operational staff in collaboration with clients, service contractors and other stakeholders at all levels;
- (e) a good knowledge of relevant statutory regulations;
- (f) excellent communication skills for working with both internal and external stakeholders;
- (g) an analytical mind with strong planning and organising abilities as well as people management and problem solving skills;
- (h) the ability to work under pressure and independently; and
- (i) an excellent command of both written and spoken English and Chinese.

Preference will be given to those with a relevant professional qualification.

[Applicants who have responded to the previous advertisement need not re-apply.]

Remuneration and Conditions of Service

A highly competitive remuneration package will be offered. Initial appointment will be on a fixed-term gratuity-bearing contract. Re-engagement thereafter is subject to mutual agreement. Applicants should state their current and expected salary in the application.

Revised on 3 November 2020