



Le Beck International (LBI) Ltd

Specialist Security Solutions

SECURITY ADVISOR
Job Specification

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Specialist Security Solutions – For the avoidance of doubt...

Le Beck International (LBI) Ltd



JOB SUMMARY REQUIREMENTS:

- The individual will report to and be accountable to the Chief Executive Officer (CEO) and the UK office, as required. The Senior Security Advisor will demonstrate strong project management and client relationship skills.
- Proficient in total Security Systems Project Management; Able to undertake Vulnerability and Security Assessments on selected projects; Able to lead on assignments relating to Contract Security Management, Security Reviews, Audits and Training, Counter-Terrorism Consultancy and Training, as well as Contingency Planning and Crisis Management.
- Current experience will include security-related fields, conversant with all aspects of security (such as at a senior level in the military, police or security services) and will be able to display this knowledge to and be confident in dealing with clients at senior management level, demonstrating a logical, methodical and comprehensive approach to each assignment.
- Senior Security Advisor must have excellent communication and inter-personal skills (including ethnic and religious sensibilities) in dealing with people at all levels and in the course of business, be required to attend meetings and appointments and utilise networking and presentational expertise so that Le Beck International (LBI) Limited and its services is promoted at every opportunity.

Key Responsibilities

- a) Undertake Vulnerability and Security Risk Assessments on selected projects at specific client locations and to provide an independent evaluation of the strengths and weaknesses of the client organisation's security measures.
- b) Provision of written assessments and reports for clients detailing the threats to the organisation and making recommendations in respect of the measures required to protect their facilities and personnel.
- c) Production of Security and Safety Plans detailing a comprehensive and operational set of policies and procedures, which will serve to protect the interests of the client and their stakeholders, together with the organisation's assets and personnel.
- d) Implementation of Security Systems and Project Management in relation to a client's identified Security Strategy ranging from the specification of system requirements, such as CCTV, Access Controls, Fire Detection/ Suppression, Perimeter Protection and equipment for the Security Control Centre through to the commissioning, testing and handover of the finished system to the client's own staff.
- e) To lead on assignments of Contract Security Management, where the requirements of a client organisation may be the recruitment, training and management of all security staff.
- f) Undertaking Security Reviews, Audits and Training on existing contracts so as to maintain the validity of existing security measures and to ensure that all plans and knowledge are current, as well as to ensure that security is continually integrated with the operational



activities of the client.

- g) Provision of effective Counter Terrorism Consultancy and Training programmes for a client organisation's security and non-security staff, providing methods and techniques to enhance their own security and that of the organisation.
- h) Working with client organisations in respect of Contingency Planning and Crisis Management to produce a comprehensive and workable plan that will ensure a minimum of disruption to the work of the organisation and maximise the ability of the business to protect itself.
- i) Support and assistance to the Chief Executive Officer (CEO) / Directors in the marketing of the company and its services to a high degree of consistency and professionalism.
- j) Development of new business potential in the light of the overall business requirements of the company and to ensure that Le Beck International (LBI) Ltd is promoted and the company profile is raised at every opportunity.
- k) Ensuring the continued integrity and confidentiality of all client business and to maintain the levels of professionalism that have been established by Le Beck International (LBI) Ltd in the setting up of contracts thus far.
- l) Deputise for the CEO or other Directors at corporate, client or other meetings as required.
- m) To be active in any other operational contract duties as determined by the CEO / Directors at those times when business needs dictate.

Key Working Relationships:

The individual will form and maintain effective working relationships with:

Internally

- Chief Executive (CEO)
- Director of Business Development
- Director of Training
- Office Managers
- Other LBI staff, as appropriate to the needs and requirements of the post

Externally

- Executives of regional/country sponsors, agents and their representatives and staff
- Clients / potential clients and their designated representatives
- Staff of client organisations
- Contractors / Suppliers
- Colleagues within other security companies and organisations
- Other individuals encountered in the business of the company