

Security Supervisor

The National Gallery of Ireland ('the Gallery') is Ireland's major national cultural institution devoted to the collection and care of fine art. Comprising some 15,000 paintings, drawings, watercolours, miniatures, prints, sculpture and decorative arts, the institution's extensive holdings include masterpieces by many of the most celebrated figures in the history of western European art. In addition, the Gallery houses the most representative collection of historic Irish art. Funded mainly by the State, the Gallery employs more than 140 staff and provides free access to the public 361 days a year.

The Gallery wishes to recruit a **Security Supervisor** to coordinate the frontline security team and to ensure security operational requirements are delivered to a high standard. Reporting to the Security and Safety Manager (or nominated deputy), the Security Supervisor will:

- Provide supervision and coordination of the frontline Security team
- Implement the policies, procedures and relevant Public Service Circulars
- Implement the security and safety management procedures
- Collaborate with the Trade Union
- Deputise for and take charge in the absence of senior management
- Ensure the effective operation of the Control Room
- Act as Emergency Controller
- Ensure a customer focused service is maintained at all times
- Be flexible to work weekends, early mornings, late evenings and take part in a roster
- Take on any other duties as required

The successful candidate will demonstrate the appropriate qualifications and experience as outlined below:

- A qualification in Security Management (or equivalent) ideally at a level 6/7 on the National Framework of Qualifications
- A working knowledge of security operations
- A working knowledge of Fire Safety and Health & Safety
- Proven supervisory / management / team leading skills
- Proven track record of working in a similar role and has been responsible for a major facility / building
- Industrial relations experience

Skills, Talent and Abilities

- Proven ability to motivate and engage staff at work to liaise with and influence other departments in providing the required high quality service
- Support the staff development programme
- Ability to use own initiative whilst being part of a larger team
- Strong interpersonal skills coupled with an ability to maintain positive relationships

- Excellent negotiating and influencing skills
- Remains calm, professional while working under pressure
- Ability to make sound judgements and to be accountable for own decisions
- to work on own initiative and contribute positively to team working
- An energy, enthusiasm and a willingness to contribute effectively to a positive visitor experience and keep abreast of Gallery- wide activities
- A positive, flexible and proactive approach to work and is confident in own ability to deliver an effective service at the Gallery.
- Participate in job related training in order to refresh and or upskill professional development

Note: This job description is a guide to broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. The job description may be subject to review in the view of new structures and / or the changing needs of the Gallery. All employees are required to be compliant with NGI screening, security and Garda vetting procedures.

Gallery work environment: Supervisors are required to work predominately indoors and on foot. However, on occasions outdoor duties are required. It is imperative to note that successful applicants should be physically fit and be willing and able to perform all physical tasks associated with this role.

Hours of work: 37 hours net per week based on a roster that includes weekend working. This may be subject to change due to gallery operational requirements and/or public sector policy.

Salary: Salary will be in accordance with the first point of the State Industrial Senior Attendant scale, Tier 1 Band 1 salary scale €667.42 - €876.49.

Duration: Permanent

Closing date for receipt of applications: 12pm, Monday 9th October.

Interviews: Candidates must be available to attend an interview on 12th October 2017.

How to apply: Please send a cover letter and curriculum vitae to jobopportunities@ngi.ie or alternatively via post to Laura Malone, HR Partner, The National Gallery of Ireland, 89 Merrion Square West, Dublin 2. References (contact details) must be available upon request. Please state

Security Supervisor application. Candidates should note that panels may be formed from which future positions may be filled.

The National Gallery of Ireland is an equal opportunities employer