

HEAD OF SECURITY & SAFETY

Reporting to	Chief Operating Officer
Department	Operations
Hours	37.5 hours per week

OPERATIONS TEAM

Working in this fast-paced and multi-dimensional environment, the Head of Security and Safety will be responsible for ensuring Silverstone meet and exceed their safety, security, and compliance obligations across a number of departments on a day to day and event by event basis. To include but not limited to Catering, Venue, Driving Experiences, Corporate and Public Events. This will require advising, monitoring, assisting and mentoring team members to ensure the business achieves best practise and legal compliance.

We're smooth operators! And, there's never been a more exciting time to join! We have the new Hilton Garden Inn hotel, Escapade – our luxury onsite residences in construction, as well as the maintenance and development of new leisure activities and programmes to deliver on the business' longer-term strategy of sustainability and diversification.

You'll play an essential role in a fast-paced team that is made up of:

- Operations (Venue, Facilities, Logistics, Track, site and buildings)
- Medical (Onsite medical facility and services)
- Health & Safety (including circuit safety team),
- Security & Safety (public safety, site and event security)
- Public Events (including the British Grand Prix, MotoGP, Classic and Club meetings and bespoke leisure events)
- Corporate & Hospitality events (Day to day delivery of track days, testing and conferencing, banqueting, catering and hospitality)

JOB PURPOSE

The post-holder is responsible for the leadership, management, monitoring and development of all Health, Safety and Security services and arrangements across all business activities. Acting in accordance with legislative and regulatory requirements at the venue to enable all activities and events to take place in a safe, secure and controlled environment. Supporting the Operations Director and working closely with the Head of Operations in the overall strategic direction of the Health, Safety and Security Departments.

This role is responsible for overseeing the review, development, maintenance, and management of the business's security strategy; supporting activities that enable the business to respond effectively to security related incidents and emergencies whilst also strategically improving our policies, processes and procedures to create a leading and best in field environment.

The role will involve working with clients, internal departments, and third-party service providers to:

- ⇒ Ensure the venue and its facilities are operated and maintained to meet and exceed where possible the required standards of safety for all visitors onto the venue.

- ⇒ Ensure all of the activities and events, which take place at the venue are operated safely and in line with current legislation.
- ⇒ Audit compliance with legal requirements, and conditions of all relevant licenses and certificates.
- ⇒ Liaise with relevant local and national authorities, working groups, associations, and governing bodies to ensure Silverstone is kept well informed by the industry and their requirements at the venue are implemented.
- ⇒ Manage the implementation of the Safety, Health and Environment Policy.
- ⇒ Provide safety and security advice to assist the whole Silverstone team at every level.
- ⇒ Be responsible for the implementation and ongoing compliance of the Safety Certificate.

Effectively line manage the Health & Safety, Security, Medical & Circuit Safety Managers and Safety Officer. Ensuring that they are equipped to undertake their roles, that their KPI's and objectives are focused and achievable and being met.

KEY RESPONSIBILITIES

- ⇒ Overall management, leadership and development of all Health, Safety & Security operations.
- ⇒ To ensure all activities and events are compliant and where possible enhance the requirements of the of but not limited to:
 - Safety Certificate and Operations Manuals
 - H&S at Work Legislation
 - Fire Safety Legislation
 - Disability Discrimination Act
 - Safety at Sports Grounds legislation
- ⇒ To work with direct repots and to actively develop, monitor and review all plans, policies, procedures are in place, method statements, technical calculations, certifications, insurances and other safety related documentation in advance of all activities and events so all potential risks are identified & understood.
- ⇒ To monitor and manage relevant training across the business to promote, develop, deliver and sustain a positive Safety and Security culture across the business.
- ⇒ Ensure appropriate representation of personnel on site during public, corporate and track day events (as required) and to act as the strategic lead for the H&S representative and Safety Officer and create a resilient team to support this on a 24/7 365 days a year basis., mentoring, auditing and actively seeking solutions for areas of concern.
- ⇒ To proactively manage relationships and correspondence with relevant authorities for the business.
- ⇒ Establish and routinely audit the compliance of the Safety and Security operations with; conditions of track licenses, fire/safety certificates, structural engineer's certificates, petroleum licenses and other relevant conditions and make observations/reports to the Venue Team.
- ⇒ Oversee the formulation, implementation and develop Health and Safety policies, not just for existing activities but also with respect to new acquisitions or processes.
- ⇒ Oversee that appropriate audits are in place to ensure compliance with current health and safety law and promote a safe working environment.
- ⇒ Oversee a proactive approach to monitoring and managing procedures to ensure that contractors, suppliers, consultants, and other providers to the venue comply with relevant legislation and Health and Safety and Security policies.
- ⇒ Ensure that regular inspections are carried out.
- ⇒ Liaise closely with the Head of IT to ensure IT security threats are mitigated as far as reasonably practicable (i.e. cyber-attack, insider threat). This will include developing an IT Security Incident Response Plan.
- ⇒ Understand and implement the Safeguarding policy, procedures, and guidelines across all areas of responsibility.
- ⇒ Proactively establish and lead on Accessibility for business consulting and obtaining by in and across all departments.
- ⇒ Responsible for the formulation of plans relevant to areas of development of the venue and business.
- ⇒ Manage the Health and Safety, Security and Medical budgets.

- ⇒ Build and maintain good working relationships with all contractors, clients and enforcing authorities.
- ⇒ Provide and advise on training for employees and contractors.
- ⇒ Supporting the Operations Director in reviewing the overall security strategy to ensure that risks are identified and proactively mitigated and managed and all security measures are in place to minimise loss and impact to the organisation.
- ⇒ Manage the implementation plans following the review of the security strategy.
- ⇒ Ensure the Security team demonstrates clear leadership of the internal and external stewarding and security team delivering a 24/7 365 day a year operation, ensuring it delivers an effective, efficient, and high-quality security service to include the stewarding and security provided at events.
- ⇒ Accountable for the SCL security strategy, security policies, operational guidelines and protocols, are reviewed and produced; circulating updates as required and briefing relevant colleagues and third parties. For example:
 - Ensuring security Standard Operational Procedures and Security Contingency Plans are current and followed.
 - Producing 'scenario specific' security protocols and guidelines.
 - To carry out security audits and gap analysis of high risk and threat areas within the business and manage any actions efficiently following this activity.
- ⇒ Take a strategic overview of investigations providing support and advice as required.
- ⇒ Ensure the Safety Officer & Policy Manager review and implement the Counter Terrorism Risk Assessments and associated policies and procedures, maintain close relationship with the CTSA's, SecCo's and other consultants.
- ⇒ Oversee the Safety Officer & Policy Manager and Senior Security Manager with all activities regarding the implementation of the Police CTSA's Protective Security Improvement Activity Plan (PSIA), including but not limited to engaging with CTSA's and SecCO and the awareness/training of staff and contractors is reviewed and implemented.
- ⇒ Ensure that new technology and working methods are fully investigated and adopted to ensure that services remain economically efficient, customer focused and fit for purpose across all areas of responsibility.
- ⇒ Ensure the department works closely with the Public Safety and Policy Manager, Head of Operations, and the Public & Corporate Events team to ensure the effective planning of logistics and management of public safety and security.
- ⇒ Provide the Operations Director with regular business reports for the department including but not limited to analysis of Incidents, current risk status and investigation findings.
- ⇒ Be a Duty Manager, with the ability to assess all needs and requirements of the business, to make informed decision for a range of various incidents that could occur during an event.
- ⇒ Budget management

Partnership & Relationship Management

- ⇒ To manage 3rd party relationships with agencies, maintaining a consistent and high-quality approach to manning security and safety of both event days as well as daily business activities. To promote these relationships, developing strong partnerships that benefit both parties.
- ⇒ To proactively liaise with internal stakeholders on the day to day operations and planning for all events.
- ⇒ To be proactive in building positive relationships and work closely with the Police, CTSA, SECCO and other security agencies to develop and implement strategies to prevent and/or reduce crime by encouraging co-operation and facilitating joint initiatives.
- ⇒ To establish a network of contacts with relevant outside agencies to ensure full co-operation and support from these agencies in preparing for and responding to emergencies and to stay abreast of all current risks that may affect SCL.
- ⇒ To liaise with other key stakeholders and tenants within the curtilage of SCL estate to develop a cohesive security culture to everyone's benefit.

Systems Management

- ⇒ Overall responsibility for ensuring that all security IT and CCTV surveillance systems used in delivering the service are monitored, developed, and reviewed ensuring that they are fit for purpose and that data is accurately stored and correct procedures are adopted and adhered to. This to be implemented in accordance with best practice and guidelines (i.e. Information Commissioner Guidelines)
- ⇒ Responsibility for all associated 3rd party contracts, manage the maintenance/development of the CCTV system and associated budgets.
- ⇒ Ensure compliance for all surveillance equipment and CCTV operations and associated legislative requirements.
- ⇒ Threat / Risk Analysis
- ⇒ To perform risk and gap analyses for other functional areas upon request to identify points of vulnerability and risk avoidance or mitigation strategies.

TEAM RESPONSIBILITIES

- Accountability of direct line reports including their development, knowledge of business areas and brand standards:
 - Health & Safety Manager
 - Senior Security Manager
 - Circuit Safety & Medical Services Manager
 - Safety Officer & Policy Manager
- Create a positive, proactive culture and environment within the department
- Motivate the team to keep high standards for marketing communications in the brand tone of voice

PERFORMANCE RESPONSIBILITIES

Performance will be monitored against the following:

- Objectives set through the Personal Development Review (PDR) process
- Ownership and completion of agreed business priorities in a timely manner
- Teamwork

KEY RELATIONSHIPS

- Executive Leadership Team
- Senior Management Team
- All internal departments
- 3rd Party agencies, partners and governing bodies

KNOWLEDGE, SKILLS AND QUALIFICATIONS

- Qualified in Occupational Health and Safety (Masters, BSC, NEBOSH, CMIOSH, NVQ4) and chartered membership of IOSH or equivalent
- Substantial management experience of large teams
- Conversant with COSHH, RIDDOR, DSE, DDA and PPE requirements.
- Knowledge of Construction, Design and Management Regulations (2015).
- Relevant Health and Safety experience within venue, events and leisure environment in compliance with "The Green Guide".
- Able to demonstrate strong management and leadership skills, flexibility of approach and ability to constantly re-evaluate competing priorities.
- The ability to evaluate and advise on potential security risks and propose clear and effective solutions.
- The ability to review all planned security policies and arrangements and identify and manage development requirements.

- Motivated and able to inspire confidence and demonstrate clear leadership.
- The ability to respond well in a challenging environment, remaining calm under pressure with the ability to make informed decisions.
- Proven track record across all the major areas of responsibility in the field of security and emergency / crisis management.
- Extensive relevant, current professional experience at manager level in security management or law enforcement.
- Have the knowledge, ability, and commitment to implement 'best practices' relating to safety and security.
- Knowledge and experience of engaging with Police, Secco and/or CTSA's.
- Knowledge, ideally working knowledge, of relevant regulations including Safety of Sports Ground Legislation and the Green/Purple Guides.
- Ideally will have experience of managing safety and security of event operations in a multi-site or sporting/visitor attraction venue.

SUSTAINABILITY

We don't just look after our team and our fans. We want to look after our world too. We're committed in our responsibility to reach our zero-carbon goal. So, we've adopted greener methods within our workplace, donated more than 20 tonnes of surplus food, and installed over 2,700 solar panels which generates 13% of our venue's power - with all other energy from 100% renewable sources. Our dedication has earned us Three Star FIA Environmental Accreditation, but this is just the start.

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