

# MAJOR EVENTS SECURITY MANAGER

Reporting to	Head of Safety and Security
Department	Security
Hours	37.5 hours - a flexible approach to working hours including evenings, weekends and events).

## OPERATIONS TEAM

We're smooth operators! And, there's never been a more exciting time to join! We continue to cultivate growth in all areas as we push to become the premiere business and leisure destination, rooted and grounded in British motorsport.

The continued development and expansion of our major premiere events is a key part of the long-term strategy of sustainability and diversification here at Silverstone.

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

- Venue (track, site and buildings)
- Medical (onsite medical facility and services)
- Security (public safety and site security)
- Health & Safety (including circuit safety team)
- Public Events (including the British Grand Prix, MotoGP, Silverstone Festival 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 operational management, leadership and development of the event security and stewarding services at the venue during our major (Premiere) events. 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. Key to the success of this post is the ability to focus on the safety, security and welfare of those attending, delivered with a clear customer focus.

The post-holder will also support Event and Venue Security Managers along with any activities necessary to enable the business to respond effectively to security related incidents and emergencies on site.

## KEY RESPONSIBILITIES

The post has a direct impact on the safety and security of the venue. It is essential that all events security and stewarding is managed and operated to the highest standards.

### Specific responsibilities include:

- ⇒ Working closely with the Public Events Team to plan, secure and implement sufficient security and steward resources to run major events safely.
- ⇒ Develop and maintain relationships with external steward and security providers.

- ⇒ Monitor and manage relevant training across the business to promote, develop, deliver and sustain a positive Safety and Security culture across the business.
- ⇒ Ensure that new technology and working methods are adopted to ensure that services remain economically efficient, customer focused and fit for purpose across all areas of responsibility.
- ⇒ Perform risk and gap analyses upon request to identify points of vulnerability and risk avoidance or mitigation strategies.
- ⇒ Proactively manage relationships and correspondence with relevant shareholders.
- ⇒ Manage 3rd party relationships with agencies, maintaining a consistent and high-quality approach to promote these relationships, developing strong partnerships.
- ⇒ Monitor relevant SLA and KPI's of contracted providers.
- ⇒ Implementation of relevant security measures to mitigate threats at events.
- ⇒ Collaborate across all areas of security and stewarding during major events to ensure a co-ordinated, consistent accountable service provision between a number of providers.
- ⇒ Develop resource schedules, dot plans and post briefs for major events.
- ⇒ Briefing and deploying resources effectively at major events.
- ⇒ Develop relevant stewarding related policies and procedures (e.g. stewarding handbook).
- ⇒ Comply with industry standard guidance (e.g. Green / Purple Guides).
- ⇒ Comply with the requirements of the General Safety Certificate.
- ⇒ Understand and implement the Safeguarding policy, procedures, and guidelines across all areas of responsibility.
- ⇒ Understand and implement the Accessibility policy, procedures, and guidelines across all areas of responsibility.
- ⇒ Support managers and supervisors in event delivery relevant to the provision of security and stewarding services throughout the venue.
- ⇒ Monitoring and maintaining a secure perimeter to the venue.
- ⇒ Develop relevant security and steward related policies and procedures.
- ⇒ Represent/deputise for the Head of Security and Safety / Senior Security Manager / as required.
- ⇒ Deliver security and stewarding services to Silverstone core values.
- ⇒ Budget Management

## **TEAM RESPONSIBILITIES**

- Promote at all times the professional image of the company by ensuring high standards of both professionalism and personal presentation.
- Participate in staff training as required.
- Comply with company policies and health and safety requirements at all times, encouraging an awareness of health and safety requirements.
- Any additional responsibilities as reasonably required.

## **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
- 3<sup>rd</sup> Party agencies, partners and Stewarding Contractors

## **KEY RELATIONSHIPS**

- Colleagues and Team members
- External Security and Stewarding Contractors
- Key Stakeholders (including external stakeholders such as F1 and MotoGP Security Teams)

## **KNOWLEDGE, SKILLS AND QUALIFICATIONS**

- Ability to operate in a dynamic working environment.
- Attention to detail, handling multiple tasks and deadlines.
- Ability to work on own initiative in a dynamic environment.
- Professional presentation reflecting the Silverstone values.
- Able to manage relationships with variety of stakeholders at all levels.
- Dynamic, self-motivated and innovative.
- Ability to work under pressure.
- Performance driven work ethic.
- Excellent inter-personal skills working in a small team environment.
- Displays flexibility and adaptability to develop improvements to existing systems and processes to achieve greater output and efficiencies.
- Excellent communicator at all levels.
- SIA Door Supervisor licence (or prepared to work toward).
- SIA CCTV Operators licence (or prepared to work toward).
- Hold full UK manual driving licence.

### **Desirable:**

- Previous experience in Security Manager role at large venue or events.
- Previous experience managing security and stewarding contracts.

### **Personal Attributes:**

- Demonstrates enjoyment in the work environment.
- Professional, polite and approachable manner.
- Positive attitude and optimistic.
- Resilient, calm and in control of emotions.
- Excellent communicator at all levels
- Self - motivated and proud to be part of the experience.

## **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.

**Silverstone**, Jimmy Brown Centre, Silverstone Circuit, Northamptonshire, NN12 8TN, United Kingdom

**T.** +44 (0)844 3728 200 **E.** enquiries@silverstone.co.uk **W.** silverstone.co.uk

Company No. 882843 VAT No. GB 170160935 Silverstone Circuits Limited is a company registered in England and Wales