

Brac University (BracU)
Job Description

Job Title: Head of Safety and Security

Position Purpose

To manage overall Safety and security of BRAC University within entire university community.. Develop & establish the safety and security management system ensuing minimum loss/accident, risk register & reducing OHS hazards with control measures are in place within BRACU main, residential Campus and across the students/faculties/stakeholders. Liaison with internal and external stakeholders, capacity building of safety and security staff and future fit development plan. To maintain effective liaison at functional level with law enforcement agencies of government for the purpose of safety and security of BRAC University community at the time of need and emergencies.

Organizational Relationships

Position Type: Regular

Reporting to: Director, Operations

Hours of Work: 40 hours per week. Must return to duty whenever needed.

Functional Relationships:

Internal Contacts: Students, Faculty, Staff, Deans, Directors, International office

External Contacts: Law enforcement agencies of government , environmental department/agencies, fire brigade

1.0 Key Accountabilities

Specific Duties & Responsibilities

- 1.1.1 Lead & manage over all safety and security management of entire Brac university community including Residential campus in Savar.
- 1.1.2 Play an important role in identifying safety and security risks and implement all the measures to ensure safety of all are ensured within the university community
- 1.1.3 Ensure building and structural safety of BRACU establishments and facilities, regulatory licenses in coordination with relevant department in line with BNBC, RAJUK, CDA, KDA, RDA.
- 1.1.4 Develop checklists and ensure 100% compliance of the university in terms of buildings/service related electrical safety, fire safety, utility services safety, food safety to ensure the workplace safety.
- 1.1.5 Detailed understanding in Chemical safety, MSDS, storage, machine safety, confined space, work at height, excavation, heavy lifting work, transport safety etc and ensure stakeholders to deliver work ensuring all necessary safety gears with zero accidents.
- 1.1.6 Find out the innovative preventive solutions based the site risks assessment of BRACU campus, residential campus and major establishments and develop risk register. Advise & assist Safety in-charge/management to any safety related concerns.Ensure Investigation of security related incidents and breaches and manage
- 1.1.7 Safety and Security incidents, near miss reports are systematically and efficiently managed.

Brac University (BracU)
Job Description

- 1.1.8 Implement EH&S guidelines, take appropriate measures and build safer working environment across university community.
- 1.1.9 Ensure Investigation of security related incidents and breaches and manage security incidents systematically and efficiently.
- 1.1.10 Take measures to ensure security of senior members of the management including high profile visitors, important event and international students.
- 1.1.11 Conduct safety and security awareness training, capacity building of security staff and guards, fire safety drill and any other related practical and theoretical session for the staff.
- 1.1.12 Develop Standing operating procedure (SOP) for all the important aspects related to safety and security. Ensure security operations managed as per recommended SOP.
- 1.1.13 Deployment of security personnel, recruitment and training of security personnel
- 1.1.14 Proper maintenance of safety and security equipments for smooth functionality, properly utilized and updated.
- 1.1.15 Effective budgeting for all safety and security activities and future plan for investment
- 1.1.16 To maintain relationship and liaison with law enforcing and security agencies of Government at the time of need and emergencies
- 1.1.17 To maintain relationship with nearest fire brigade for emergency support and also for periodic fire drill exercise

1.2 General Duties & Responsibilities

- 1.2.1 **Administrative Duties** relating to all matters that the membership of a University entails, including cross institutional wide activities.
- 1.2.2 **General Responsibility** to undertake all other duties as directed by the supervisor.

1.3 Qualifications

- a) A degree and/or post graduate qualification or equivalent
- b) A relevant professional qualification

1.4 Knowledge, Skills and Aptitudes

Experience : 10-15 yrs of working experience as Safety and Security head or equivalent role in any reputed organization, factory environment, big establishment. Highly experienced about handling occupational health, safety compliances (fire and electrical), security incidents and liaison with law enforcement agencies of government at the time need and emergency.
Defence background working experience will be given preference.

- 1.4.1 Strong interpersonal skills and are adept at building relationships with different stakeholders
- 1.4.2 Excellent verbal and written communication skills both in Bangla and English
- 1.4.3 Proficiency in MS Office, Excel and Powerpoint and the use of Internet
- 1.4.4 Excellent organizational skills
- 1.4.5 Ability to work with a diverse group of colleagues is essential

Brac University (BracU)
Job Description

- 1.4.6 Experience of using initiative and creativity to resolve problems, identifying suitable solutions and opportunities for improvement
- 1.4.7 Methodical approach to work and high level of attention to detail
- 1.4.8 Flexible approach to work and positive response to changing requirements
- 1.4.9 Understanding of the importance of confidentiality
- 1.4.10 Ability to work collaboratively across departments and service areas
- 1.4.11 Training skills to conduct internal trainings
- 1.4.12 Able to handle crisis and stressful situation
- 1.4.13 Quick decision making ability

Specific Knowledge:

- Safety and Security management and incident management
- Investigation of incidents
- Legal procedures to handle security incidents
- Knowledge of latest security equipment and technologies
- EH&S policy and guidelines

1.5 Other Duties

It is acknowledged and agreed that the changing needs of the University may require a role/job/position to change from time to time but such alteration shall not be deemed to be a variation of the Employment Contract/Terms and Conditions of Employment or a breach of the same provided that the substantial nature of the employment remains consistent with the parties' intentions at the time of the offer of the job and acceptance of the offer.

1.6 Certification

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature

.....
Name:

.....
Date