



Senior Security, Prevention & Protection (SPP) Officer

JOB DETAILS

MAIN PURPOSE OF JOB

To develop, implement, promote and ensure effective operation of policies for Safety, Prevention and Protection in the European Schools in line with the applicable national legislation of the host countries where the European Schools are situated. The post holder will be based in Brussels but will be expected to travel to other European Schools in Luxemburg, Germany, Italy, Spain, the Netherlands and the UK.

JOB OBJECTIVES

- To develop and implement policies, concepts and procedures, related to physical, personnel, technical, IT and information, encompassing all security related activities within the organization, ensuring consistency with European School regulatory standards and procedures, with particular focus on the integration and standardization across the family of European Schools.
- To act as the interface with European Schools and Internal Audit Service on SPP matters
- To develop and implement policies, concepts and procedures, related to the security prevention and protection at work (fire safety, site security, work safety, health protection, psycho social stress including (sexual) harassment, ergonomics, hygiene) and environment ensuring consistency and standardization across the European Schools
- To liaise, establish and maintain good working relationships with national and international agencies and services, experts in governmental organisations and the private sector to exchange health and safety related information and to identify potential or actual health and safety threats;
- To lead, manage and coordinate the staff assigned to security and SPP (School security and care teams, local prevention advisors, nurse(s) and first aiders.
- To advise Directors on the preparation and execution of budget elements linked to SPP.
- To advise the Board of Governors, Secretary General and School Directors on resources for all matters related to Prevention and Protection and Security, in the context of applicable national legislation and international standards.
- To perform any other tasks in line with the main purpose of the job such as risk management, Business Continuity and crisis management.

SPECIAL REQUIREMENTS

Level of education:	Master degree in a security relevant domain. Master degree in health and safety
Job related work experience:	> 5 years relevant professional experience within a private, national, international or military environment
Skills (PC, IT, Language):	<ul style="list-style-type: none"> • Extensive knowledge and experience in all relevant security domains (physical, organizational, personal, information, technical, investigations, whistle blowing...) • Extensive knowledge and experience in the SPP/health and safety domain; • Extensive knowledge of the applicable security and health and safety legislation (EU, Belgium, the Netherlands, Luxembourg,

	<p>Germany, Italy, Spain and the UK);</p> <ul style="list-style-type: none">• Experience and skills in conducting assessments, baselines and evaluations, data analysis and interpretation;• Experience and skills in conducting investigations;• Practical skills in writing policies, procedures, concept note, guidelines and reports;• Well-developed diplomatic, communication and negotiating skills, and ability to persuade and convince others, whilst displaying evidence of strong networking skills and creating and maintaining supportive relations with people at all levels;• Strong interpersonal skills; highly trustworthy, ethical and transparent;• Initiative, sense of responsibility, tact and discretion;• Strong organizational skills;• Experience in team-building;• In possession of police security clearance to work unsupervised in environments where there are young people or minors.• Ability to work in a multinational and multicultural environment.• Knowledge and experience of standard office applications• An ability to operate in French and English is essential. (A good level of fluency in Dutch and/or German would be also highly advantageous.)
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COMPETENCY MODEL - MANAGER

Strategic Thinking	Defines the overall objectives/vision. Revises strategy in light of changing circumstances. Takes a long term view on organisational success.
Leading People	Promotes a clear sense of purpose and inspires a positive attitude to work. Motivates and develops others utilising talent and challenging their abilities. Delegates responsibilities. Is charismatic and has impact. Communicates in a clear, positive and comprehensible way.
Managing People	Establishes clear objectives and monitors performances against objectives. Plans the necessary and available resources to achieve an objective. Proposes actions to revise and adapt plans in light of changing circumstances. Takes action to address inappropriate behaviour/performances.
Relationship Building	Establishes and maintains sustainable relationships in order to achieve business results. Easily establishes relationships with others. Is able to maintain relationships with different types of people at all levels.
Organisational Awareness	Takes account of organization's structure in actions and decisions. Demonstrates an awareness of links between organization structure and goals. Understands the impact of the his/her role on the organisation and the safe functioning of the schools. Is attuned to internal politics and alert to changing dynamics within the organisation.
External Awareness	Maintains knowledge of standards of SPP in external organisations. Understands relevant external factors impacting on the organisation. Constantly updates knowledge of SPP expertise and takes account of international developments in this field.
Managing Change	Recognises when change is necessary. Implements change. Monitors the results of change initiatives.
Creating Awareness	Advises and influences others by creating awareness of a problem or issue. Identifies important aspects and wider implications of issues/problems for the BSGEE and school Directors and advises management on possible actions.
Judgement	Makes sound decisions based on consideration of all facts and alternatives available. Assesses options and possible impact (technical, financial, staff) before drawing conclusions. Takes calculated risks when appropriate.
Work Organisation	Is well organized and systematic in his/her work. Prioritizes his/her assignments and completes the most important assignments first. Organizes teamwork in a structured and efficient way. Keeps overview and drives.

Persuasiveness	Provides arguments or rationales needed to change people viewpoints or mindsets. Convinces others on the advantages or benefits associated with recommendations.
Energy	Is enthusiastic and committed. Works hard toward goals and willingly tackles demanding tasks. Demonstrates capacity for sustained effort and hard work over long time periods. Initiates action.
Results Focus	Achieves a high level of results. Focuses on targets and delivers in time and within budget. Is passionate in achieving objective/vision.
Communication	Communicates in a clear and concise way. Uses appropriate language and communication style, both in oral and in written form.

Conditions

- Contract beginning **1st of May 2015**
- **37h30** weekly working hours (full time)
- An undetermined full time contract according to Belgian legislation and the Statute of Auxiliary and administration staff of European Schools (AAS)
- Monthly salary of € 4610 gross

Interested?

Send your application (with a maximum of 3 attachments: application letter, CV, and copies of diplomas) by email to <mailto:sophie.vancante@eursc.org> by the 2nd of March 2015 at 12.00 (noon).

The « Subject » in the e-mail should be formatted as following: Reference - NAME Surname (example: **Senior SPP Officer - DUPONT Jean**).

The attached documents must be named in the same way, with a sequential number after your NAME and Surname. Number 1 for the application letter, number 2 for the CV and number 3 for the diploma (example: **Senior SPP Officer - DUPONT Jean 1...**)