

GREENPEACE

JOB DESCRIPTION: Organisation Security Manager

Job Title	: Organisation Security Manager
Organisation	: Greenpeace International (GPI)
Department	: GPI Operations Department
Reports to	: Head of Operations Capacity Development
Grade	: 16
Approved	: April 2018
Version	: version 1.0

Purpose of the job

The mission of the GPI Operations Department is to contribute to achieve Greenpeace's Global Programme and Framework Objectives by providing advice, inspiration, guidance, oversight and support in the areas of actions, investigations, security and maritime operations.

The Security Manager provides strategic advice and support on safety and security for GPI and NROs in order to promote smart risk-taking, to ensure that security is an integrated component of their activities, to enhance the safety and security of our people and to protect the integrity and reputation of our organisation.

Main responsibilities

1. Strategic Security Advice

- Lead expert on organisation security matters, and is responsible for ensuring all specialist elements of security and risk management are aligned with Greenpeace's goals and values. This may include supervision of Security Specialist(s).
- Liaises with the Information Security Manager on relevant topics related to organisation information security.

2. Policy Development

- Policy and protocol development as related to safety, security, risk management and Duty of Care (employer responsibility) for GPI and the wider organization.
- Pro-actively reviews and recommends updates to organisation security protocols and existing policies.
- Pro-actively develops organisation security policies for the global organisation.

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- Ensures harmonisation of security policies and protocols with other related organisational policies and protocols.

3. Policies Adoption and Implementation

- Assists GPI and NRO Boards, Executive Directors and Senior Management Teams to adopt Board-approved organisation security policies and procedures, and assist them with cross-departmental management-level implementation.

4. Best Practice

- Ensures that GPI and NROs have best-practice organisation security management plans in place to minimise risk to their staff and organisation, and monitor their application.

5. Capacity development

- Pro-actively designs, coordinates and delivers organisation security and risk management-related training programmes and other capacity development initiatives.

6. Security Toolkit

- Pro-actively create and maintain online organisational security toolkit of policies, protocols, guidelines, templates, and ensure appropriate distribution/access.
- Develop and implement on-line shared/global monitoring systems as required.

7. Information gathering: context and trends

- Researches and informs on developments in organisation security management relevant to Greenpeace values and Best Practice standards.
- Monitors global risk maps and risk information services for trends and events that may impact on Greenpeace's organisational security.

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8. Critical incident management support

- Participates in GPI Critical Incident Management Team when required.
- Contributes to 24/7 standby system in order to have the highest safety standards available to those operating in the field.
- Supports NROs in the development and management of Critical Incident Management structures.
- Ability to travel at short notice.

9. Teamwork and cover

- Contribute to the Operations Capacity Development unit team building, the sharing of knowledge, expertise and ideas in order to improve the overall output of the team, covering for other members of the unit in their absence for sustained periods of time when required, in order to ensure the capacity within the unit to support land and ship based projects.

Skills and Qualifications

- Five years' experience as senior action coordinator, campaigner or security manager
- Demonstrable commitment to NVDA protest and environmental/peace issues
- Proven ability in security system design and strategic thinking
- Demonstrable understanding of security & risk management appropriate to the values and practices of Greenpeace
- Experience in working to very tight deadlines in a high pressure environment
- Good interpersonal skills and experience in operating within an international and multicultural environment
- Budget management experience
- Project management skills
- Experience developing training programs and team building
- Able to travel on short notice
- Fluency in written and spoken English

Competencies

Identification with Greenpeace goals and support its' values: Understanding of and commitment to Greenpeace's core values and a passion for delivering Greenpeace's mission.

Energy: Ability to conduct your work with global mindset, a solutions oriented attitude with an open and transparent way of working respecting both agreed timelines and commitments made to other parties.

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Energise: Approach all work with a high degree of awareness and sensitivity towards inclusivity and collaboration. This includes an ability to inspire others and create buy-in on undertakings.

Edge: Ability to navigate complex people and operational environments whilst maintaining diplomacy, composure and a long sighted lens.

Expertise: Sound ability to apply in-depth knowledge on providing organisational security and risk assessment and relevant available best practice.

Execute: Sound judgment and an ability to make decisions based on gathering the relevant information and involving the right stakeholders.

Source: A strong and continuing demonstrated commitment to strengthening the people and best practices of Greenpeace through the Campaign Operations staff and other team members of the Operations Department.