



POSITION ANNOUNCEMENT

JOB TITLE	DIRECTOR OF UNIVERSITY POLICE/SECURITY
TYPE OF VACANCY	MID MANAGER
REPORTS TO:	VICE PRESIDENT OF OPERATIONS
<p>SUMMARY: The University of The Bahamas expects that the Director of University Police/Security Department will act at all times to assure the highest level of professionalism and performance possible. This candidate will work enthusiastically to meet all goals set by the University. To that end, he/she should be an individual who is goal orientated, organized and a team player.</p>	
<p>DUTIES & RESPONSIBILITIES: The position of Director of University Police/Security Department is required to perform a variety of tasks including, but not limited to, the following:</p> <ul style="list-style-type: none">➤ Develop and recommend to The University systems, policies and procedures expected to control access to and from the grounds and buildings of The University (inclusive of the satellite properties);➤ Develop and recommend to The University systems, policies and procedures directed at preventing theft and vandalism of University property and equipment;➤ Develop and recommend to The University systems, policies and procedures pertaining to safety measures for students, faculty and staff;➤ Ensure that all gates/checkpoints are properly manned at all times;➤ Liaise with the Police Department to report all criminal matters that occur at all campuses;➤ Supervise all Security and University Police personnel;➤ Enforce strict safety practices in accordance with The University's safety standards;➤ Recommend to The University policies regarding training and development of all Security and University Police personnel;➤ Conduct on-going discussions with Security Officers/University Police pertaining to performance, conduct annual Performance Evaluations and where necessary advise relevant personnel of available training and development opportunities;➤ Assist in other areas, as required, for any other related duties.	



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KNOWLEDGE, SKILLS & ABILITIES:

- Proven advance training in security/policing techniques;
- Proven advance investigative techniques;
- Demonstrated ability to carry out investigation at a high standard;
- Demonstrated ability to administer, plan and direct personnel in the day-to-day activities of the University Police/Security Department;
- Minimum of 8-10 years' experience with at least five (5) years supervisory responsibility.

QUALIFICATIONS:

- Minimum of a Bachelor's Degree or equivalent professional qualification;
- Successful completion of training in the management of people, with special skills in Human Resources Management, teambuilding, and/or communication;
- Excellent oral and written communication skills.

Salary Grade	CONTRACTUAL
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Date Published	May xx, 2021
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Application End Date	May xx, 2021
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Date to be Removed	May xx, 2021
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Requested Information: Interested applicants should submit the following electronically to the Human Resources Department (*noting the position in the subject field of the email*),

via the email address below:

- A cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Current Curriculum Vitae or Resume;
- Copies of Qualifications and Certificates;
- At least three (3) written, professional references.

Email Address: hrapply@ub.edu.bs

Subject: Director of University Police/Security

Attn: Vice President, Human Resources



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The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Director University Police/Security.