

Central Security Manager

Job Specification & Terms and Conditions

Job Title and Grade	Central Security Manager
Closing Date	3 April 2026 @ 5pm
Location of Post	Oberstown Children Detention Campus
Contract Type	Full-Time Permanent Contract
Salary Scale	The salary for this post ranges from €69,334 to €81,472 per annum. Secure Unit Allowance of €2,729.49 pro rata per annum.
Working Hours	Hours of attendance will be fixed from time to time but will amount to not less than 39 hours net per week.
Annual Leave	25 days annual leave pro rata & 10 bank holidays.
Reporting Relationship	The person appointed to the position of Central Security Manager will report to the Deputy Director or designated
Purpose of the Post	The post holder will be responsible for the leadership, management and effective operation of the Central Security Hub and associated security functions across the campus. The role ensures the delivery of a safe, secure and compliant service, providing operational oversight, incident coordination, staff management and strategic input to security systems, emergency response and infrastructure planning. The post holder will work collaboratively with internal and external stakeholders to support organisational objectives and statutory obligations.

Principal Duties and Responsibilities

- Collaborate with Buildings and Estates Manager, Facilities Management, Health & Safety and other stakeholders to review, update and implement campus-wide security procedures for contractors, visitors and suppliers, ensuring compliance with statutory and organisational requirements.
- Provide expert security input to the Building and Estates Manager on infrastructure improvements, maintenance, refurbishments and capital projects, embedding security considerations from planning through delivery.
- Monitor the performance, integrity and resilience of security systems, including CCTV, access control, alarms, communications systems and personal alarm systems (e.g. Connexus).
- Identify and report system faults, vulnerabilities and performance issues, recommending and supporting corrective and preventative actions.
- Work with FM and IT teams to plan system upgrades, resolve technical issues and maintain reliable, resilient security infrastructure.
- Support Buildings and Estates and Facilities Management teams during reactive and planned works by managing secure access, verifying contractors and ensuring appropriate site safety controls are in place.

- Participate in audits, inspections and risk assessments, contributing security-related findings, recommendations and corrective actions (e.g. gates and fencing).
- Contribute to campus master planning and redevelopment projects to ensure security is integrated from design through to delivery.
- Lead the design, procurement and lifecycle management of security systems in collaboration with the B&E Manager.
- Ensure security technologies are scalable, resilient and compatible with current and future infrastructure.
- Develop future security strategies for the campus, considering regulatory changes, population needs and technological advancements.
- Support coordinated capital and non-pay budget planning for security infrastructure and systems.
- Produce multi-year plans for security asset upgrades, replacements and expansions. Contribute to joint business cases for capital funding and major security projects.
- Provide effective leadership, management and supervision of the central security hub team in line with organisational policies, procedures and public sector best practice.
- Manage the day-to-day operations of the Central Hub to ensure services are delivered efficiently, consistently and to a high standard.
- Allocate staffing and resources appropriately to ensure priority functions are adequately always covered.
- Prepare, maintain and update staff rosters using Softworks or equivalent systems to ensure accurate scheduling and service continuity.
- Manage annual leave, special leave, absences and attendance in accordance with organisational policies.
- Conduct probationary reviews, performance management and attendance management processes in line with HR policies and procedures.
- Identify training and development needs and implement structured development plans to support staff capability, performance and succession planning.
- Ensure completion of all administrative and HR-related duties, including payroll processing and the authorisation of overtime and premium payments.
- Review, validate and submit overtime and premium payment claims to the Deputy Director, for specialist projects within required timeframes.

Planning, Strategy and Budget Management

- Contribute to campus master planning, redevelopment initiatives and future security strategies, taking account of regulatory requirements, organisational growth and technological developments.
- Develop and maintain multi-annual plans for security asset upgrades, replacements and expansion. Support the preparation of business cases for capital funding and major projects. Manage and monitor the Central security hub and security-related budgets, ensuring effective cost control and accurate financial reporting.

Incident, Emergency and Risk Management

- Contribute to campus master planning, redevelopment initiatives and future security strategies, taking account of regulatory requirements, organisational growth and technological developments.

- Act as a key operational lead during incidents and emergencies, supporting the Site manager and/or Senior Manager in accordance with the Campus Emergency Plan.
- Ensure that communications issued by the Central security hub during and following incidents are timely, accurate and appropriate.
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- Participate in audits, inspections and risk assessments, contributing findings, recommendations and corrective actions.
- Support reactive and planned works by ensuring secure access arrangements, contractor verification and appropriate safety controls are in place.
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Security Systems and Infrastructure

- Monitor the performance, integrity and resilience of security systems, including CCTV, access control, alarms, communications systems and personal alarm systems.
- Identify, record and report system faults, vulnerabilities and performance issues and support the implementation of corrective and preventative actions.
- Liaise with Facilities Management, Building & Estates, IT and external providers to plan system upgrades, resolve technical issues and maintain system reliability.
- Provide professional security input to infrastructure improvements, maintenance programmes, refurbishments and capital projects, ensuring security considerations are embedded from design through delivery.
- Lead the design, procurement and lifecycle management of security systems in collaboration with the Building and Estates Manager.
- Ensure security technologies are scalable, resilient and compatible with current and future campus infrastructure.

Training and Development

- Ensure that the Central Security Team receives appropriate training in emergency response, critical incident management, fire and bomb procedures, use of technical equipment and routine operational and security duties.
- Develop, implement and monitor a comprehensive training plan covering mandatory and role-specific training requirements.
- Ensure regular refresher training, exercises and knowledge testing are undertaken to maintain operational readiness and compliance.

Customer Service, Governance and Compliance

- Promote and maintain a professional, customer-focused service environment.
- Ensure all service users are treated with dignity, respect and professionalism in line with organisational values.
- Act on feedback from service users and stakeholders, escalating concerns appropriately and supporting continuous service improvement.
- Maintain strict confidentiality and ensure compliance with relevant legislation, policies, procedures and codes of practice.

- Ensure consistent adherence to organisational standards and procedures across the Central Security Team.

The above duties are not intended to be a comprehensive list of all responsibilities involved and, consequently, the post holder may be required to perform other duties as appropriate to the post, which may be assigned to him/her from time to time, and to contribute to the development of the post while in office.

Confidentiality

In the course of employment, the successful candidate will have access to, or hear information concerning the medical or personal affairs of young people and/or staff, or other service business. Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, young people or other service business be divulged or discussed except in the performance of normal duty. In addition, physical and electronic records must never be treated in such a manner that unauthorised persons can obtain access to them and must be left in safe custody when no longer required.

Professional Knowledge & Experience

Candidates must be able to demonstrate clearly at interview that they possess the full range of competencies as set out below.

Professional Knowledge & Experience

- Experience in the creation of professional documents and presentations thereby demonstrating proficiency in the use of MS Office skills to include, Word, Excel, PowerPoint, Softworks and Case Management System.
- The ability to work in an accurate and methodical manner, with great attention to detail, while meeting the demands of a busy office.
- Excellent numeracy/literacy skills.

Planning & Managing Resources

- Excellent planning and organisational skills including using computer technology effectively.
- The ability to manage deadlines and effectively handle multiple tasks.
- The ability to manage within allocated resources and a capacity to respond to changes in a fast paced, changing environment.

Commitment to a Quality Service

- Great attention to detail and high levels of accuracy.
- Awareness and appreciation of the young person's needs.
- A commitment to maintaining high work standards.
- A commitment to providing a quality service for every young person.

- Strives to perform at a high level, investing significant energy to achieve agreed objectives and take ownership for their role in working towards the organisation's strategic plan.
- To be resilient in the face of challenging circumstances and high demands.
- To be personally trustworthy and can be relied upon.
- Embrace the view that young people are at the heart of all services provided.
- The ability to uphold high standards of honesty, ethics, integrity and responsibility.

Evaluating Information, Problem Solving & Decision Making

- Flexibility, problem solving and initiative skills including the ability to adapt to change.
- The ability to appropriately analyse and interpret information, develop solutions and contribute to decisions quickly and accurately as appropriate.
- Is familiar with and understands their role in the implementation of the Oberstown Strategic Plan.
- The ability to make sound decisions with a well-reasoned rationale and stand by these, and can determine when appropriate to escalate to a higher level of management.
- The ability to gather and analyse information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors.
- The ability to take account of any broader issues and related implications when making decisions.
- The use of previous knowledge and experience in order to guide decisions.
- The ability to put forward solutions to address problems.

Communications & Interpersonal Skills

- Understands and role models the vision, purpose and values of Oberstown through their everyday actions and interactions.
- Good communication and interpersonal skills including the ability to present information in a clear and concise manner.
- Strong written communication skills.
- The ability to respect and maintain composure when dealing with staff members.
- The ability to be assertive and negotiate when necessary, communicating in a clear and confident manner whilst remaining respectful and dignified.
- The ability to listen to others and invite feedback, dealing with information in a constructive way.
- The ability to influence others by actively listening and clearly expressing their position.
- The ability to produce written correspondence/reports in a clear and concise manner.

Teamwork

- Can create a good esprit de Corp within the team and works hard to keep a good team spirit.
- Develop strong team building skills and develop team and individuals.

- The ability to work as part of a team and to establish a good working relationship with a wide range of internal and external stakeholders.
- The ability to share information and knowledge, as appropriate.
- The ability to work independently on own initiative and as part of a team.
- The capacity for management responsibility and initiative.
- To possess strong team leadership and management skills.

Leadership & Management Skills

- The ability to lead, coach, develop and motivate teams and individuals.
- The ability to manage and implement change initiatives and reform efficiently and effectively.
- The ability to lead a team, through setting high standards, tackling any performance problems & facilitating high performance.
- Facilitate an open exchange of ideas and fosters an atmosphere of open communication.

Eligibility Criteria Qualifications and/ or experience

Essential Criteria

- Minimum 5 years operational experience, Level 7 degree or Corú registered (NFQ or equivalent) in Security Management, Risk Management, Business Management, Public Administration, Facilities Management, or a related discipline.
- Minimum of 3 years relevant experience in a security, operations, or facilities management role, including staff supervision or management, within a public sector or regulated environment.
- Minimum of 1 year experience in incident management, emergency response and risk assessment.
- Minimum of 1 year experience managing security systems such as CCTV, access control, alarms and communications systems.
- Minimum of 1 year experience in staff rostering, performance management and attendance management.
- Must have working knowledge of health and safety legislation, data protection and governance requirements relevant to Ireland.
- Experience managing budgets and controlling expenditure.

Desirable Criteria

A recognised security-specific qualification, such as:

- Diploma or Degree in Security Management.
- Experience working within health, justice, education, or residential care settings.
- Experience contributing to capital projects or infrastructure planning.
- Knowledge of public procurement processes and governance frameworks.
- Membership of a relevant professional body.

Application and Selection Process

How to apply

Applications must be made by submitting the following documents:

- A **short cover letter** outlining why you wish to be considered for the post and where you believe your skills, experience and values meet the requirements of the position.
- A comprehensive **CV**, which must include an outline of your education to date (including level on NFQ) and months of work experience to date.
- As part of your application, you are required to clearly indicate the following in your CV or Cover Letter:
 - Confirmation of whether you hold a current, full, clean driving licence.
 - Disclosure of any criminal convictions, where applicable.

In order to apply for the post **Central Security Manager** please forward the above requested information via email to RecruitmentMail@oberstown.com **before 3 April @ 5pm.**

Selection Methods

Oberstown will run the selection process in accordance with best recruitment practices. The approach employed comprise of a series of assessments administered over a number of stages, which may include:

- shortlisting of candidates, on the basis of the information contained in their application.
- competitive interview.

Shortlisting

Shortlisting will apply CVs will be assess against pre-determined criteria based on the requirements of the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on your CV and Cover Letter.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED – YOU WILL NOT RECEIVED AN EMAIL IF YOU HAVENT BEEN SHORTLISTED FOR INTERVIEW.

Other important information

Oberstown will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that Oberstown and/or employing authority is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Prior to recommending any candidate for appointment to this position, Oberstown will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should a person recommended for appointment decline, or having accepted it, relinquish it, Oberstown may at its discretion, select and recommend other persons for appointment on the results of this selection process.

Candidates should make themselves available on the date(s) specified by Oberstown.

Successful candidates may be placed on a panel from which future vacancies may be filled. This panel will initially be for a 12-month period with the possibility of an extension by a further 12 months.

Confidentiality

Subject to the provisions of the Freedom of Information Acts 1997 and 2013, applications will be treated in strict confidence.

All enquiries, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those who are directly involved in the selection process.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by Oberstown, or who do not, when requested, furnish such evidence as Oberstown require in regard to any matter relevant to their candidature will have no further claim to consideration.

Candidates' Obligations

- A third party must not impersonate a candidate at any stage of the process. Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine and /or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- Where s/he has not been appointed to a post, s/he will be disqualified as a candidate; and
- Where s/he has been appointed subsequently to the recruitment process in question, s/he shall forfeit that appointment.

Health

A candidate must be fully competent and capable of undertaking the duties attached to the position and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service, which will include sporting and leisure activities as well as an ability to be fully involved in physical restraints where necessary (training will be provided).

Character

Each candidate must be of good character.

Age

Candidates should be aware that a maximum recruitment age will apply to this competition. Candidates must not yet be 67 years of age on the closing date and time for the competition.

Other requirements of the role

Driving Licence

Successful candidates will be required to hold a current full clean Driving Licence – Category B, prior to commencement of employment.