



WaterAid/Joey Lawrence

# Job description

Global Security Manager

London or any WaterAid country office.

Permanent



# About the role



## Team description

The safety and security of all our staff is of the highest importance to us and a key responsibility of all our leaders. The Global Security Manager role presents a fantastic opportunity to support the WaterAid federation of over a 1000 people working in 35 different country and security contexts.

As part of the International People Team, you will advise and influence Chief Executives, Trustees and staff at all levels to create a safe and secure culture which supports the achievement of our ambitious strategy.

We are looking for someone who is ambitious about the contribution security management can make in enabling us to get water, sanitation and hygiene to the most vulnerable people.

## Job purpose

This global role, provides expert support and advice to all WaterAid member organisations (UK, America, Australia, Sweden, India, Canada and Japan). The purpose of the Global Security Manager is to ensure that WaterAid has the required management systems and a culture of safety and security which protects staff across the global organisation.

The role provides specialist security advice to trustees, Chief Executives, managers and staff across the organisation and guides country programmes in their security planning. A key responsibility is ensuring the safety of those travelling within the Federation and ensuring staff are well informed and prepared. He or she will foster and strengthen an organisational culture where safety and security considerations are high profile.

Note that the post involves regular international travel typically 6 -8 weeks per year.

# Accountabilities



## Accountabilities

- Provide specialist advice to staff at all levels including Chief Executives, Directors and Country Directors on all security related issues.
- Continuously develop and maintain WaterAid's global security policies and procedures.
- Lead and advise on the security level rating of country programmes in close collaboration of Country Directors and local Security Focal Points
- Manage the risk assessment and sign-off process for all global staff travel. Support managers and Security Focal Points in its application, advising travellers and their managers as appropriate.
- Develop and deliver security training for all staff ensuring that WaterAid meets its duty of care to all staff and security becomes an everyday consideration.
- Lead on ensuring global crisis management preparedness and support crisis management preparedness at country and regional level. Provide support and advice during the management of any crises.
- Advise country and regional offices on the assessment and mitigation of security risk. Support the development and application of country specific security plans which make security considerations an everyday mind-set
- Monitor advisories, alerts and vulnerabilities in our countries of work and communicate and respond as appropriate. Maintain strong networks to share best practice and lessons learned particularly with other INGOs.
- Advise member offices in London, Delhi, New York, Melbourne, Toronto, Stockholm and Tokyo on security and crisis management preparedness and response.
- Induct the Security Focal Points and build their capacity through coaching and mentoring and create a strong network that shares learning and information.
- Produce security and accident reporting to the required quarterly and annual timelines for the Directors, the Board and the Audit Committee. Ensure effective

# Person specification



## Essential skills

- Empathy with WaterAid's values and able to work in a way that reflects these.
- Extensive experience of security management, ideally in the context of INGO or inter-governmental agency operations including experience of working in insecure country contexts and with culturally diverse stakeholders.
- Degree or professional training in Security Management, or comparable work experience/certification.
- Strong understanding of duty of care requirements and how to integrate with other good security practices, health and safety legislation and organisational needs in a global context.
- Excellent communication skills, including experience of writing and reviewing security policies, procedures, plans and management reports. Excellent written and spoken English. And the ability to communicate complex information to a range of levels and stakeholders.
- A well-developed network of contacts with security providers and professionals.
- A high level of resilience and drive, able to be flexible and adapt to change as required.
- Ability to work autonomously.
- Responsive and able to provide leadership and support for security-related emergencies. Seen as a credible source of advice with an ability to be assertive when needed with senior leaders.
- Experience of running security related training programmes.
- Good coaching and mentoring skills and an approach that builds capacity rather than dependency.
- Experience of leading and motivating others is desirable.
- Willing and able to travel internationally and the ability to speak languages used in other countries where WaterAid works would be an advantage.