

(Senior) Manager of Safety and Security (Rank Open)

Duke Kunshan University

Job Description

Position Overview:

The successful candidate will serve as the key personnel in University's operation team to manage the safety and security service delivery in relation to campus facilities and operations. He/She needs to work closely with both community members and external services providers to predict and prevent various potential risks, lead a team to take quick response in case of an emergency situation, commit the efforts to ensure the university to be operated safely and securely, and effectively allocate the resources to maintain the relevant facilities in good conditions and with regulatory compliance.

Reports to:

Director of Operations

Essential Duties:

The (Senior) Manager of Safety and Security will be primarily responsible for maintaining the safety and security throughout the campus, act as the key responsible person for the safety and security of campus facilities and operations. The (Senior) Manager of Safety and Security needs to work closely with University's EHS office and Emergency Management Team to implement the University's policies and take relevant actions in case of any emergency situations. The roles and responsibilities for this position will include the following:

- Plan, develop, recommend, implement and evaluate policies, procedures, and programs related to safety and security practices on campus facilities and operations.
- Develop and continuously improve policies and protocols to support emergency response and a safe school climate.
- Ensure the facilities operating complied with local, provincial, and national regulations as well as the University EHS office's policies and requirements.
- Responsible for managing, monitoring and evaluation of EHS, security vendor's daily operating activities. Guide and motivate the vendors' team to ensure the quality services to be delivered.
- Lead the planning process for all major activities on campus identifying the security and safety issues for conference/events, projects such as building renovation, construction, contractors or vendors performing work, etc.

- Oversee the inspection and maintenance of firefighting system to ensure the facilities are in good condition and meet the local code requirement.
- Interact with and develop collaborative relationships with local police, government officials, education bureaus, national security committee to perform safety and security related inspections, reporting and strategic deployment for the mission of anti-terrorism.
- Serve as key personnel internally and externally in response to security and safety concerns or questions.
- Other tasks as assigned.
- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.

Required Qualifications:

- Bachelor or above degree in safety engineering/management, public health and/or environmental sciences or equivalent degree is required.
- 8+ years of solid operation management experience in the field of EHS/security, risk management.
- 4+ years in manager's position, experience in higher educational organization or international school is preferred.
- Experience in managing outsourcing contractors is preferred. Experience in working with local government authorities, good relationship with Fire/security Bureau is a must.
- Strong leadership and people management skills and familiar with the facility operational process.
- Overall view and Critical thinking.
- Familiar with MS Office software, especially in Word/Excel/PowerPoint.
- Fluent of English and Mandarin.