

## Job Description

### Safety and Security Administrator

<b>Position:</b> Administrator	<b>Department:</b> Safety and Security Team	<b>Reporting to:</b> Head of Safety and Security
<b>Salary:</b>	<b>Contract:</b> Part-Time	<b>Hours per week:</b> 24 Hours (5 days out of 7) Some opportunity for overtime

**Job purpose:** To provide the administrative resources required to support the Safety and Security department. To ensure the efficient and smooth delivery of all safety and security related tasks.

To undertake any other roles as required by the Head of Safety and Security or the Operations Manager as are reasonable and commensurate with the needs of the role?

#### **Role Competencies:**

##### **Planning Timescales:**

- Plan and coordinate administrative and staffing activities over 1–3-month periods, ensuring efficient resourcing for known events and operational needs.
- Support the delivery of longer-term projects by preparing accurate data, documentation, and timely administrative inputs.
- Align short-term planning with departmental objectives to ensure operational readiness and effective deployment of Safety and Security staff.
- To develop staffing plans for events across the business, in conjunction with the Operations Manager and department planning teams, to ensure accurate staffing levels for appropriate competencies and timings.

##### **Decision Making:**

- To ensure that the Staffing Portal is checked and updated as a daily priority, to allocate staff fairly and appropriately, and to work in close liaison with the Operations manager.
- To be able to make decision to allocate staff to work slots (addressing any concerns with the Operations Manager initially, or the Head of Safety and Security if not available).
- Confidently make decision which effect own department or other areas of the business on either day to day or longer-term basis.

##### **Impact and Influence:**

- To be able to present and maintain a positive attitude to all aspects of the role even when under pressure from a busy shift such as an event or a football match.
- Evaluate and challenge decisions with Peers, team and within own remit enhancing a positive outcome to achieve goals.

##### **Skill Level:**

- Operationally, for football matches and other large events, to implement and undertake efficient processes for recording staff positions to ensure timely deployments and duty times are recorded thoroughly.
- To have a good understanding and experience of Microsoft Office software and Excel skills to the minimum level an intermediate user.
- To be able to demonstrate the aptitude towards IT systems to be able to become a proficient user of the Staffing Portal and Rota Horizon our time and attendance system.

**Communication:**

- To be able to confidentially interact and communicate in all areas of the business.
- To know when and what to escalate to senior managers.
- To ensure a pro-active and motivated communication style is adopted.

**Budget Management:**

- To be able to demonstrate an awareness of budgetary controls in relation to the number and hours of work of Safety Team staff, ensuring that roles are clearly identified by internal business area to allow for accurate recharging.

**Lead and Develop:**

- To ensure that all staffing documentation is recorded thoroughly, in conjunction with the business HR team to ensure accurately and complete record keeping of training and employment records.
- To ensure the accurate recording of training allocated to and completed by Safety and Security Team staff.
- Manage own workload, occasionally through delegation to peers

**Operating Parameters:**

- To ensure that time and attendance records are kept up to date to ensure accuracy for staff payroll purposes.
- To ensure that all event documentation is filed and retained accurately and thoroughly for specified retention periods.
- To be able to demonstrate, high levels of integrity and confidentiality.
- To become the main point of contact for the department, internally and with the rest of the business.
- To be responsible for creating, issuing and logging of security passes within the business.
- Working knowledge of working in an administrative role, to include, photocopying, scanning, filing, sending emails on behalf of the department.

**Essential and Desirable Job Criteria:**

- To have previous experience of administration roles (E)
- Competence in the use of Microsoft Office suite and aptitude for other IT systems, to be able as a minimum be able to do V look up, mail merge and create basic formula's. (E)
- Excellent communication and interpersonal skills (E)
- Organisational and good time-management skills and the ability to prioritise workloads effectively (E)
- Previous work within an event planning team and a range of role types (D)
- A good understanding of equality, diversity, Safeguarding and Health and Safety in employment practice (D)
- Problem-solving skills and the ability to come up with creative solutions to issues (D)
- Be able to work with a team, take direction from others and collaborate effectively (D)

**Safeguarding** - We are committed to safeguarding and protecting children and young people (CYP) and at-risk Adults (ARA) Our expectation is that you will fully accept your responsibility for the safety and welfare of all CYP and ARA by being fully conversant with all our safeguarding policies and reporting anything that does not appear to be correct. The post maybe subject to an enhanced DBS check and yearly self-declarations.

**Equality and Diversity** – must be able to demonstrate that equality, diversity and inclusion will be maintained and developed across all programmes and areas of the business.

Competency Total: 120

Level 3