

JOB DESCRIPTION



JOB TITLE	Security Manager
DATE	Sept 2026
DIVISION	Security
SITE / OFFICE	
REPORTS TO	

ROLE OVERVIEW

Due to the continued growth of OCS, we are recruiting a **Security Manager** to oversee security operations for a key customer and site. This is a critical leadership role responsible for managing the onsite security team, ensuring compliance with company and client requirements, and delivering a safe, secure and customer-focused service.

The successful candidate will be an experienced leader with strong operational, people management and stakeholder engagement skills, capable of driving performance while maintaining the highest standards of service delivery.

KEY TASKS & RESPONSIBILITIES

- Lead and manage the onsite security team, ensuring the effective delivery of all security operations.
- Oversee staff scheduling, payroll queries and workforce management systems, including Timegate.
- Manage recruitment activities, agency cover requirements, annual leave, absence management and employee welfare.
- Conduct regular one-to-one meetings, team briefings and training sessions to support performance and development.
- Manage HR matters in line with company policies and procedures.
- Ensure compliance with all health and safety, security and contractual requirements.
- Maintain site documentation, including Standard Operating Procedures (SOPs) and assignment instructions.
- Produce and manage KPI reporting and operational performance data.
- Oversee fire safety processes, including system checks, testing and evacuation drills.
- Build and maintain effective relationships with clients, tenants, contractors and internal stakeholders.
- Act as the primary point of contact for the client and Operations Manager on all security-related matters.

QUALIFICATIONS, SKILLS & EXPERIENCE

- Must have Right to Work in the UK and ability to pass an enhanced DBS and BS7858 security clearance
- Previous experience managing security operations and security personnel.
- Strong leadership and people management skills.

- Excellent communication and stakeholder management abilities.
- Effective problem-solving and decision-making skills.
- Good IT skills, including Microsoft Office applications.
- A professional, reliable and customer-focused approach.
- Full UK driving licence.

Desirable:

- SIA Door Supervisor Licence.
- SIA CCTV Operator Licence.
- IOSH qualification or equivalent health and safety training.
- Experience managing security services at a large or complex site.
- Knowledge of workforce management systems such as Timegate.
- Experience producing KPI reports and managing contractual performance.

WORKING ARRANGEMENTS

This position has responsibility for the <specify> region and regular regional and national travel is required.

ACCEPTANCE OF ROLE

Revisions:

The Company reserves the right to alter these responsibilities and you will be advised of any changes through the normal method of communication.

AGREEMENT:

I confirm that I have read and agree with the responsibilities specified within the Key Tasks and Responsibilities Section of this job description

Name:

(Job Holder)

Signature:

Date:

Name:

(Line Manager)

Signature:

Date: