



CARIBBEAN COURT OF JUSTICE

JOB DESCRIPTION

Position Title:	CHIEF SECURITY & LOGISTICS OFFICER (ON CONTRACT)
Division:	Corporate Administration
Department:	N/A
Unit:	Security & Logistics
Reports Directly To:	Senior Manager, Corporate Administration
Reports Indirectly To:	President
Directly Supervises:	Security Supervisor Administrative Officer Judge's Aides Driver/Courier
Indirectly Supervises:	Lead Security Officers Security Officers

Position Objective:

To provide leadership, advice and decision-making support to management on security policy and practices and risk management; and oversee the effective management of the Security and Logistics Unit to ensure the inviolability of Court, its property and personnel and managing the security of the physical and digital assets, and to ensure that all users of the Court operate in a safe and secure environment and that the assets of the Court are secured and protected.

Key Duties and Responsibilities:

Organisational Direction and Strategy

- Participate in the development, implementation and review of strategic and Unit plans to identify, assess, and prepare for any dangers, hazards, and other potentials for disaster that may interfere with the organization's operations and objectives, devising and implementing appropriate solutions as required.

- Contribute to the development, implementation, review of policies, procedures and systems to support and improve the operational efficiency and effectiveness of the CCJ and the Commission.
- Plan, develop and implement security plans and security programs such as Emergency Response and Crisis Management, Physical Security and Safety, Information Protection, Incident Management and/or Investigation.
- Provide strategic advice to the President, Senior Manager, Corporate Administration and Registrar & Chief Marshal on security matters.

Leadership and Management

- Establish, monitor and evaluate the Unit's performance standards on key security issues and programs, and recommends corrective action, where appropriate.
- Oversee the work of supervised staff to ensure adherence to the organization's policies, processes, procedures and standards; provide guidance and coaching as necessary to achieve desired results; and ensure the conduct of accurate and timely performance reviews.
- Identify and arrange for the development and training of Security personnel, Judge's Aides and other members of the Team inclusive of relevant certifications and provide ongoing coaching and mentoring to employees supervised.
- Develop and monitor the biennial budgets for the Unit.
- Represent the CCJ at local and international fora and on various committees as required by the President or Senior Manager, Corporate Administration.
- Manage the human resources of the Unit under the guidance of the Senior Manager, Corporate Administration and Chief Human Resource Officer in accordance with the Court's policies and procedures.
- Conduct regular group and individual meetings with staff supervised to promote open communication, including timely sharing of relevant information, for the efficient operation of the Unit.

Security and Logistics Management and Control

- Conduct annual risk assessment of the seat of the Court, particularly with respect to the level of crime, terrorism, workplace violence, and threats from natural and man-made disasters.
- Conduct site reviews, write audit/review reports, review findings, and make recommendations to management.
- Identify and assess potential risks to the organization, Judges, staff and public, and implement solutions to reduce exposure to such risks.
- Plan security for special and high-risk events.

- Serve as the Unit liaison; handle resolution of complex or escalated issues; utilise delegated approval and review, investigate and report on matters of concern to the Court.
- Maintain knowledge of complex industry trends, current security issues and security technology and update management on risk and threats that could impact the organization.
- Prepare reports regarding operational activities and incidents and submit same as required in a timely manner.
- Create and assign access control levels and zones for staff and security personnel and generate necessary reports.
- Communicate with service providers about security equipment and possible solutions to meet the needs of the organization.
- Lead the planning and conducting safety awareness sessions for new and existing members of staff and users of the facility.
- Conduct site visits of potential location of staff relocating to the Seat of the Court.
- Oversee and direct all logistics arrangements are in place for the President, Judges and other personnel provided by Judge's Aides.
- Provide support for events of the Court and the Commission.
- Collaborate with Communication & Information and Public Education & Protocol to ensure that all ground transport arrangements are in place for Commissioners, guests, visitors and staff, as may be required.
- Arrange for the conduct of due diligence and security checks of all staff, Commissioners and contractors.
- Build a comprehensive security programme that includes physical safety and digital/cybersecurity policies.
- Foster a culture of physical and digital security awareness.
- Manage, evaluate and resolve any physical or digital security incidents or breaches.
- Utilise information technology to protect electronic information resources including intellectual property and copyright.

Stakeholders Relations

- Establish and maintain effective relationships with the relevant agencies of the country of the seat of the Court (including the Trinidad and Tobago Airport Authority, Defence Force, Police Service and Fire Services, Judiciaries), and other member states of CARICOM and international agencies.

Other

- Assist with the management of projects as required by the Senior Manager, Corporate Administration and/or the President.
- Serve on committees as required.

- Perform any other duties as assigned from time to time.

Required Knowledge, Skills and Abilities:

- Extensive knowledge of Court Security and Logistics.
- Extensive knowledge of security as it relates to diplomatic organisations and their employees.
- Extensive knowledge of security and safety systems, practices and procedures.
- Extensive knowledge of modern security and crime prevention technologies and techniques and emerging security trends.
- Sound knowledge of risk management
- Sound knowledge of the laws of Trinidad and Tobago and its requirements.
- Working knowledge of the Microsoft Office.
- Knowledge of OSHA regulations and guidelines.
- Demonstrated knowledge of visioning and strategic planning.
- Excellent analytical skill, problem solving and decision-making skills.
- Excellent human relations, interpersonal, communications (oral and written/report writing) and presentation skills.
- Strong planning and organizing skills.
- Demonstrated ability of sound judgement.
- Strong managerial and coaching skills.
- Excellent customer service skills.
- Ability in developing digital security protocols.
- Ability in planning and logistics management.
- Ability to handle crises in a diplomatic and effective manner.
- Ability to identify, investigate, research and offer solutions to address complaints, problems and issues affecting the efficient and effective operations of an organisation.
- Ability to build trust, credibility and effective working relationships with all levels of staff within the organization, and with external stakeholders.
- Ability to effectively manage time, multi-task and function efficiently in a fast paced and demanding environment.
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Ability to work in a team, and demonstrate the highest level of professional integrity, respect and diplomacy for colleagues and others.
- Ability to research and stay up to date with security trends, as well as changing government.
- Ability to maintain confidentiality at all times.

Internal Relations:

Liases with:

- President
- Judges
- Registrar & Chief Marshal
- Registry
- Public Education & Protocol Unit
- Human Resources Unit
- Finance & Administration Department
- RJLSC
- All Managers

External Relations:

Liases with:

- First Responders and other related agencies e.g., Trinidad and Tobago Airport Authority, Defence Force, Police and Fire Services.
- Security Forces and agencies in other CARICOM states
- Security Service and Equipment Providers
- Relevant stakeholders
- Visitors and Guests

Minimum Education and Experience/Other

- A Masters' Degree in Security Management or a related field
- Training in digital and/or cyber security.
- Minimum of eight (8) years' experience in security management or protective services
- Intermediate to advanced computer literacy
- Police Certificate of Good Character
- Certifications in First Aid Certification and Cardiopulmonary Resuscitation (CPR) and Risk Management would be assets.

SALARY BAND: 7

BASE SALARY: US\$3,420.05 (Free of Tax)