

Role Title

Security Manager, Nigeria

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Advisory, policy and expertise	PB7 Remuneration: 13,410,959 per annum	Lagos or Abuja	Indefinite	Director Operations Nigeria

Role purpose

To manage, enhance and embed the British Council Nigeria Security Risk Management function, providing high quality, efficient and integrated security risk management in line with the corporate global manual and practice in order to support and facilitate British Council Nigeria operations.

About us

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body. In Nigeria we operate under two entities, British Council Programmes, a company limited by guarantee, and British Council Trading Services, a company limited by shares, both of which are entirely owned by the UK charity.

Geopolitical/SBU/Function overview:

Nigeria is one of the largest economies in Africa. It is also the most populous country with over 170 million citizens. The UK is its largest trading partner. Nigeria holds significant political power in the region and internationally and its society retains a positive attitude to the UK. There are therefore major opportunities for the British Council to increase our impact, by building on our already strong existing relationships with the Nigerian government, institutions and customers/audiences. To ensure our goals are achieved successfully, it is essential to

manage complex and significant risks to our work, notably in security and compliance.

Nigeria is the British Council's largest operation in sub-Saharan Africa with offices in 4 cities – Port Harcourt in the south, Kano in the north, Abuja the Federal capital and Lagos the commercial centre. Our 150 staff work across a range of states delivering large scale contracts, partnership programmes, examinations, projects as well as services in Arts, Education & Society, and English & Exams. All our activities are aimed at bringing benefits to both Nigeria and the UK. We are already achieving substantial impact and income (current turnover is more than £20 million) and have plans to grow and develop still further.

Partners and clients include government, public and private institutions, foundations, private sector organisations and civil society. We work closely with the wider UK resource in Nigeria including the Foreign and Commonwealth Office (FCO), the Department for International Development (DFID) and the Department for International Trade (DIT).

42% of Nigeria's population is under 14. The country's Vision 2020 aims to address the aspirations of a young population as part of its drive to achieve peace and prosperity. This has led to unprecedented interest and investment in Education, the Arts and good governance. Such an alignment with the UK's priorities places the British Council in a pivotal role in developing relations between the Nigerian and British people. It also increases expectations on us. To be successful, we need to build an understanding of our stakeholders: in Nigeria, that the UK is modern, relevant and outward looking; and in the UK, that Nigeria, although it has well-known challenges, is an emerging economy with substantial commercial and development opportunities. In this we integrate our approach with that of the wider UK mission.

We are expanding and scaling up our existing programmes, contracts and services, and developing offers to fill important gaps. We are also working to ensure that we have a good balance of partnership, customer services and client funded work across all these sectors.

Increasingly, in order to gain scale and relevance, and to increase the impact of our work, we are working closely with other British Council operations in sub-Saharan Africa and, particularly in West Africa (the Cluster).

It is an ambitious programme. To do all this we need to create the right enabling environment. We need to ensure we have trusting external relationships in Nigeria and build them further. We operate with integrity and adherence to our values. We require high standards of professional and technical expertise of our staff, and provide support for professional development. And we learn from others, adopting and using best practice.

Specifically related to this role, we need to ensure that our security platform in Nigeria is fully equipped to support the opportunities we are pursuing across the country. We need advice for our operations based on an understanding of our business combined with a fully up-to-date awareness and knowledge of the external security environment in the areas where we operate. We need robust risk assessments within a deep understanding of our corporate tolerance of risk, and we need rigorous and compliant security frameworks and procedures.

The post holder will play a key role in assisting the Directorate to achieve its priorities, ensuring that operations run smoothly and in full compliance with external and internal requirements.

Main Accountabilities:

The Role

The post holder will be based in either Lagos or Abuja office in Nigeria and is part of a larger team of Business Support Services. This position will report to the Director Operations Nigeria, acting as security advisor to senior management in Nigeria and to the regional and global security teams in all aspects of security for the Nigeria operation. The role will comprise on going country security monitoring and analysis; security risk analysis compliant with international standards; ownership, inputs and updates to the British Council Nigeria policies, plans and procedures related to security and risk, in line with the changing security environment and with British Council Global Security Manual. The Head of Security will play a critical role as a member of the British Council Nigeria Incident Management Team (IMT) requiring regular liaison with external security agencies and stakeholders as well as day to day management of security staff and service providers. An essential element of the role will be a comprehensive understanding of the business objectives of the operation, and internal advice on how objectives can be met within the prevailing Nigerian security context. The post does not have any direct line-management responsibilities but is expected to coordinate and ensure compliance from four security focal points based in each of the British Council offices.

KEY RESPONSIBILITIES

Risk Assessment

1. Daily monitoring of the security environment in Nigeria. Maintenance and mapping of security related incidents, drawing on open source and discrete sources, throughout current and intended British Council's Areas of Operation (AOO) in Nigeria
2. Conducting on going Security Risk Assessments (SRAs), in line with international standards, for both permanent locations and British Council Nigeria programmes and events in order to identify both current and future risks and associated trigger events.
3. Providing sound, accurate and reliable security updates for British Council Nigeria senior management
4. Supporting decision-making on feasibility of business operation and events
5. Input into on-going assessment of Business Continuity Planning (BCP) for British Council Nigeria operations
6. Acting as principal Point of Contact (POC) on all security matters for staff in the office. Liaising with and leading the security Focal Point staff in each office, and ensuing an arrival briefing for all visitors that fall under BC Nigeria Duty of Care
7. Updating and ensuring implementation of British Council Nigeria Policy, Plans and Procedures in line with the changing security environment and the British Council Global Security Manual
8. Working with Facilities Managers in undertaking Health & Safety assessments.

Security Management

1. Security input into all aspects of British Council Nigeria operations, including oversight of permanent facilities, shared locations, exam venues, accommodation provision, and event planning
2. Conducting and imputing into site audits of permanent and temporary venues to ensure the highest standards of security are maintained in order to mitigate current and future security risk and ensure compliance with the British Council Global Security manual, in liaison with Facilities and Brand colleagues where required

3. Providing oversight of contracted security guards and Military Police (MOPOL).
4. Oversight of travel arrangements for all British Council visitors to Nigeria through close liaison with other parts of the office (administrative support, human resources, Senior Leadership Team, Country Director), including management of personal tracking and execution of relevant response plans as required
5. Effective management of travel and journey management of staff and visitors throughout Nigeria ensuring security controls are implemented in line with on-going Security Risk Assessments and the British Council Global Security Manual
6. Assist with operational business pursuit and planning; provide timely and accurate guidance to programme leads supporting the pursuit, costing, planning and delivery of new programmes, business activities or partnerships
7. Regular reviews of Security Policy, Plans and Procedures and the staff responsible for implementation and on-going management.

Training and Drills

1. Ensuring regular security-related training for British Council Nigeria staff (eg Security Awareness Training, first responder training, induction training)
2. Regular security related emergency drills (eg telephone trees, Emergency Response Procedures)
3. Ensuring arrival briefing for all visitors that fall under BC Nigeria Duty of Care
4. Revision of BC Nigeria Security Policy, Plans & Procedures throughout Nigeria
5. Regular testing of Emergency Response Procedures (ERP) with those staff responsible for their execution
6. Regular Incident Management Training with IMT members
7. Management of Hostile Environment Awareness Training (HEAT) for those staff required to operate in Higher Risk environments
8. Management of defensive and security driver training for BC Nigeria drivers of both soft skin and armoured vehicles.

Relationship Management

1. Establishing and maintaining good working relationships with British Council staff locally including the Senior Leadership Team, the Regional Security Lead, and the Global Security Team in London
2. Liaison and intelligence sharing with those responsible for security on full cost recovery and partnership programmes
3. Liaison with British High Commission security staff
4. Liaison with relevant external stakeholders
5. Liaison with security service providers throughout the country to ensure efficient service is delivered and competitive services obtained.

Financial Management

1. Managing to corporate standards an annual security budget of £130,000.

KEY PERFORMANCE CRITERIA

1. Quality, timeliness and accuracy of security of advice
2. Compliance with British Council Global and Nigeria specific Policy, Plans and Procedures.
3. Effectiveness of relationships
4. Annual independent audit of Security Management System (SMS).

OTHER IMPORTANT REQUIREMENTS OF THE JOB

The post holder is required to travel, including to hostile environments, and as required work unsocial hours.

Key Relationships:

Internal

- British Council Nigeria leadership teams
- Regional and Global security teams
- Full cost recovery office

External

- Business units across the Nigerian operation
- Local security related organisations and personnel within the British High Commission and UK resource
- External stakeholders including local law enforcement and military, NGOs, commercial businesses, and security firms
- Liaison with local Security Service Providers (SSPs)

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	Right to live and work in Nigeria	Shortlisting
Direct contact or managing staff working with children?	Post holder will be required to meet British Council child protection standards.	Shortlisting / interviews
Notes	Post holder is required to travel, including to hostile environments and, as required, work unsocial hours	
Person Specification:		Assessment stage

Language requirements

<i>Minimum/Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
Fluency in written and spoken English - Shortlisted candidates will either demonstrate they have met the required standard through presentation of an agreed English language certificate, or will be required to take the IELTS test and		IELTS

demonstrate a satisfactory level of English proficiency to conduct the requirements of the role.

Qualifications		
<i>Minimum/Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
Degree level qualification in a relevant field or equivalent experience.	Training or qualification in a related discipline.	Shortlisting
Role Specific Knowledge & Experience		
<i>Minimum/Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<p>A minimum of 5 years of <u>proven security experience</u> within the security industry, corporate sector, public sector or development.</p> <p>Ability to work independently</p> <p>Knowledge of security issues and factors, in Nigeria</p>	<p>Experience of working with an NGO or similar organisation</p> <p>Good presentational skills</p> <p>Ability to speak Hausa</p>	Shortlisting and/or interview
Core Skills	Desirable	Assessment Stage
<p>Managing Risk (Level 3) Develops the culture.</p> <p>Has track record of analysing potential risks, promoting risk awareness, and holding others to account for their practices.</p> <p>Communicating & Influencing (Level 3) Is creative and adaptable in communications</p> <p>Able to use a range of non-standard and creative approaches to inform, and persuade others, extending beyond logical argument to influence decisions and actions in a way which is inclusive and engaging</p> <p>Analysing Data and Problems (Level 2) Uses data</p> <p>Reviews available data and identifies</p>	<p><i>Shortlist and interview</i></p> <p><i>Interview</i></p> <p><i>Interview</i></p>	<p>The position holder will be required to demonstrate <u>all six behaviours</u>, on the job. These will be assessed during year end performance evaluations.</p> <p>Behaviours to be assessed during the interview stage of recruitment are referenced.</p>

<p>cause and effect, and then chooses the best solution form a range of known alternatives</p> <p>Planning & Organising (Level 2) Develops Plans</p> <p>Organises own work over weeks and months, or plans ahead for others, taking account of priorities and the impact on other people</p> <p>Managing Finance and Resources (Level 2). Uses financial systems and processes.</p> <p>Use corporate financial system and processes appropriately as part of the job and on behalf of the team</p>	<p><i>Shortlist</i></p> <p><i>Shortlist</i></p>	
British Council Behaviours	Assessment Stage	Assessment Stage
<ul style="list-style-type: none"> • Connecting with others (More demanding): Actively appreciating the needs and concerns of myself and others. • Being Accountable (More demanding): Putting the needs of the team or British Council ahead of my own. • Making it Happen (More demanding): Challenging myself and others to deliver and measure better results. • Creating Shared Purpose (More demanding): Creating energy and clarity so that people want to work purposefully together. <p>Behaviours not assessed during recruitment process Working together – <i>(More demanding) Ensuring that others benefit as well as me</i> Shaping the future –</p>	<p><i>Interview</i></p>	<p><i>Shortlisting and interview</i></p>

(Essential) Looking for ways in which we can do things better

Prepared by:

Stephen Forbes, Director Operations Nigeria

Date:

December 2019