



Áras
Nua-
Ealaíne
na
hÉireann

VACANCY AT IMMA

REF: 2017 SEC/STF1

SECURITY TEAM FACILITATORS

IMMA (Irish Museum of Modern Art) is Ireland’s leading National Institution of Contemporary and Modern Art. Based in its home at the Royal Hospital Kilmainham in Dublin 8, IMMA is celebrated for its vibrant and dynamic exhibitions and engagement programmes and is committed to creating an enjoyable and engaging experience of contemporary art for everyone.

We are now looking to recruit Full Time posts to our Security Team for a 2 Year Fixed Term Contract. Working hours will operate on a Roster and will involve weekend working.

The roles will work with the Head of Security & Fire to provide a safe working environment for staff and visiting public to the Irish Museum of Modern Art, its galleries, exhibitions, programmes and events.

Deadline for applications is Friday 13th October 2017.

ROLE PROFILE	
Job Reference:	2017 SEC/STF1
Job Title:	Security Team Facilitator
Reports To:	Head of Fire & Security
Location:	IMMA, Royal Hospital Kilmainham, Dublin 8
Key Terms:	
<ul style="list-style-type: none"> • Fixed Time Contract for 2 Year Period • Roster – 6/4/6/4. 40 Hours Average over rolling 4 week period. This role will involve working weekends and out of hours work. • Mediator/ Security Grade (PPC) €28,290 to €39,558. 	
Purpose of the Role:	
<ul style="list-style-type: none"> • To provide a safe working environment for staff and visiting public to the Irish Museum of Modern Art, its’ galleries, exhibitions, programmes and events. • To ensure that the museum, its property, assets and environs are kept secure to provide a safe environment for all visitors, clients, contractors and employees through due diligence, patrols of all environs, monitoring and operation of alarm 	



& fire systems.

- To maintain a professional approach to all aspects of the position and ensure that the museum and its environs comply with the regulations as set down by Fire Legislation, Health and Safety at Work Act and relevant legislation that may govern their dealings with visitors within IMMA.

Key Tasks

To follow all Security Standard Operating Procedures in relation to:

- Providing a visible and active Security presence in the Museum
- Assisting with CCTV surveillance
- Monitor and maintain the flow of visitors to the galleries ensuring adherence to Fire Safety Policies
- Ensure visitors adhere to the policies of the museum and enforce these appropriately
- Identifying or reporting of hazards, incidents or accidents to the Security Supervisor
- Assist with Emergency Evacuation Plans and Fire Drills
- Provide Security at Museum Events as Required
- Oversee the movements of works of art as required by the museum

Key Result Areas

Security

- Safeguarding the museums property from Theft and Damage at all times and ensure that the museums regulations in respect of public safety and the security of its property are carried out at all times.
- Safeguarding the museum staff and visitors from Fire Risk and Emergency Incidents

Public Engagement & Communication

- To ensure a positive representation of the Museum and enhance customer experience at all times

Candidate Profile:

The following are the key skills and personal competencies required for the role:

Essential Skills & Experience

- Candidates should hold or be willing to obtain the Door Supervisor (licensed premises) licence and or the Security Guard (static) licence issued by the PSA
- Previous and Demonstrated Experience of Working in a Customer Facing Environment in a Security Role (Min 1 Year)
- Experience of working in a multifunctional control room including operation of security management systems, Endura multicast CCTV systems, asset protection systems, integrated fire and security management software and access control systems and protocols.
- Demonstrate an extensive working knowledge of emergency fire procedures and be capable of operating all emergency fire-fighting equipment throughout the building and complex including lift evacuation.
- Demonstrated Fluency in English language – written and verbal

Essential Abilities

- Be capable of maintaining a physical security presence and delivering associated duties for IMMA exhibitions and programmed events held at the Museum or other locations that may be utilised temporarily for IMMA Arts programmes.
- Be capable of assisting in the physical evacuation and subsequent security of the museum in the event of fire evacuation or any other emergency that may affect the operation of the museum.
- Ability to meet the additional physical requirements of the role which may involve: Standing for long periods; Running; Lifting.

Personal Competencies

- Interpersonal skills with ability to deal with all levels of personnel and the general public in a professional and effective manner.
- Effective written and oral communication including capability to report verbally, through email and complete of relevant reports, all incidents, accidents, potential problems or causes of concern in a manner that is clear and concise.
- Capable of using own initiative and independent judgment within established guidelines.
- Ability to read, understand and follow Museum standard operating procedures.
- Ability to work as part of a team.
- Ability to work under pressure in a crisis situation and to multi-task.
- Experienced User of ICT systems.
- Maintain the highest standards of Personal Presentation and be Punctual.



Áras
Nua-
Ealaíne
na
hÉireann

IMMA RESOURCES

- Ability to demonstrate and maintain the highest professional and ethical standards.
- Ability to maintain confidentiality.
- Ability to understand and support a positive attitude to Diversity in the Workplace.

Instructions to the Candidate :

Application Process

To ensure equality of opportunity, IMMA follows a systematic, competency-based application process and you are invited to apply by completing the following application forms. Please ensure you complete and return Form A and Form B. Please ensure you mark your application with the appropriate Role Reference.



IMMA Application
Form A - V1 2017.do



IMMA Application
Form B - V1 2017.do

Completed Application Forms

The Deadline for Receiving Applications is – Friday 13th October 2017

You can return completed forms by email to:

human.resources@imma.ie

or by Post to:

Human Resources
Irish Museum of Modern Art
Royal Hospital Kilmainham
Military Road
Dublin 8, DO8 FW31
Republic of Ireland

Please note CV's will not be accepted for this post. No agencies please

Other Information

Please note successful candidates are required to be compliant with IMMA's Security and Garda vetting procedures. All qualifications of successful candidates will be verified. Appointment will be on condition of obtaining two satisfactory work references. Successful candidates must be able to demonstrate the Right to Work in Ireland. Guidance can be found on the Irish Citizen's Information Web Site - <http://www.citizensinformation.ie>.