



Job Specification: Regional Safety, Security & Systems Manager

Department:	Programmes
Scale:	PSM5
Line managed by:	Head of Global Security
Responsible for line managing:	N/A
Location:	Roving

MAG's Vision is a safe future for women, men and children affected by violence, conflict and insecurity. People will live in communities where their rights are upheld, with dignity and choice and free from fear from mines, explosive remnants of war (ERW) and the impact of small arms and light weapons and ammunition.

MAG's Mission is to save lives and build safer futures. We will use our core skills and distinctive competence to save lives through the removal of mines and ERW, and reduce the impact of small arms, light weapons and ammunition on people and communities. How we do this is as important as what we do – we work primarily with and for communities, for us 'it's all about people'.

MAG's Values. Our values come to life through our actions, every day. How we act has an impact on others. As someone who works at MAG, you can help to create a positive culture by demonstrating our values through your own behaviour and actions. Everyone has a role to play in shaping our culture. Everyone should understand our values and is encouraged to think how they are relevant to their individual role.

DETERMINED - we work with purpose

EXPERT - through excellence and expertise we build trust

INTEGRITY - we strive to do the right thing

COMPASSION - people come first in everything we do

INCLUSIVE - we are inclusive, and we value diversity

Job Purpose: The Regional Safety and Security Manager (RSSM) will (i) develop and manage internal and cross-functional safety and security systems (ii) oversee safety and security management in the Asia Pacific and Latin America regions and for new initiatives, and (iii) undertake global context analysis of relevant countries and thematic areas and produce analytical products for a variety of audiences.

Job description:

(i) SAFETY & SECURITY TEAM INTEGRATION AND SYSTEMS MANAGEMENT

- Support greater inter-departmental integration of the Global Safety & Security Team (GSST) including with the donor management, operations, HR, procurement, communications, finance, and risk teams.
- Management of the GSST systems including tracking, Teams, SharePoint, PowerBi and ArcGIS.
- Development and administrative management of MAG's crisis and incident management platforms.
- Manage and develop MAG's movements monitoring system, including overall project management, supplier coordination and user support.
- Develop technical specification requirements for physical and technological security initiatives as required.
- Lead on management and review of MAG's incident reporting platform, supporting investigations, facilitating lessons learned exercises.

(ii) SAFETY & SECURITY MANAGEMENT

Fulfil the standard objectives of an RSSM for MAG programmes in the Asia Pacific and Latin America regions and for new initiatives, including:

Security Management & Information

- Deputise for the Head of Global Security and Regional Safety and Security Managers as necessary.
- Monitor the security situation in area of responsibility, providing analysis, advice and guidance as required.
- Support the development, maintenance and review of country safety and security framework documents.
- Provide technical line management to Country Security Managers and focal points.
- Act as a core member of the Crisis Management or Incident Management Team/s.
- Support development of safety & security plans and procedures for new initiatives and emergency response.

Compliance

- Conduct programme audits and ensure compliance with safety and security KPIs.
- Participate in the monthly management review, addressing elevated risk areas.
- Participate in annual business planning ensuring safety and security is reflected in business plans.
- Ensure implementation of and compliance with safety and security policies, guidance, standard operating procedures, and minimum standards.

Capacity Building and Training

- Conduct safety and security training needs analysis.
- Develop and deliver safety and security training as required at the programme and corporate level.
- Provide capacity building support to relevant staff in country offices and partner organisations.
- Develop and deliver safety and security inductions for new staff within the region.
- Identify and assess external training providers.

Relationships and networking

- Develop excellent working relationships with the GSST including with country level security managers.
- Maintain effective working relationships with Regional Director/s and Country Directors.
- Develop and maintain external stakeholder networks.
- Ensure effective integration of security into other departments.

Health & Safety

- Support the review, development, and implementation of a fit for purpose global health and safety framework.
- Work with the GSST to prioritise, track and implement health and safety audit recommendations.

(iii) CONTEXT ANALYSIS

- Undertake contextual analysis of all relevant countries and thematic areas.
- Produce and deliver relevant materials (briefings, reports, reviews, presentations etc) for a variety of audiences as required by the security, programmes, or other MAG departments.
- Ongoing analysis, interpretation and reporting on internal health, safety, and security incident data.
- Create and maintain a resource library and integrate with the contextual analysis information hub.

All UK staff are expected to undertake the following general duties;

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Undertake and apply learning from appropriate training and development programmes.
- Travel overseas, sometimes to developing countries and areas in conflict, as and when required.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Some Job Descriptions may be supplemented by specific Terms of Reference.

Person Specification

Essential Experience

- Experience of developing and integrating systems and processes into organisations.
- Experience working for an INGO, ideally in a humanitarian response capacity.
- Experience with designing and implementing knowledge and information management systems.

Essential Skills and Knowledge

- An excellent communicator with strong organisational skills.
- Strong analytical skills and ability to interpret and analyse data and translate into effective relevant information.
- Ability to interact effectively with a wide range of stakeholders.
- Good interpersonal skills and cultural sensitivity.
- Comprehensive knowledge of regional security issues.
- An efficient self-starter with an ability to think strategically, to work alone and as part of a team, prioritise tasks, and deliver against deadlines.
- Fluent written and verbal English language skills.
- A good understanding of occupational health and safety.

Essential Aptitude

- Able to work cross functionally to integrate security considerations across MAG
- Ability to facilitate the learning of others and support training initiatives.
- Ability to work under pressure, deliver high quality work within deadlines, and meet team objectives.
- Commitment to MAG’s mission, values, and approach.

Desirable

- Practical experience managing safety and security in complex contexts and high-risk environments.
- Previous experience working in the safety and security sector.
- Experience of developing and delivering training and mentoring to a range of audiences.
- Spanish and/or French
- ArcGIS and PowerBi.

Signed employee:	Date:
Signed manager:	Date:

January 2023