



STAVROS  
NIARCHOS  
FOUNDATION  
CULTURAL  
CENTER

ΚΕΝΤΡΟ  
ΠΟΛΙΤΙΣΜΟΥ  
ΙΔΡΥΜΑ  
ΣΤΑΥΡΟΣ  
ΝΙΑΡΧΟΣ

## Επόπτης/τρια Ασφαλείας Security Officer

Designed by the architectural firm Renzo Piano Building Workshop, the Stavros Niarchos Foundation Cultural Center (SNFCC) is a sustainable, world-class cultural, educational and recreational urban complex that includes the new building facilities of the National Library of Greece and the Greek National Opera, alongside with the Stavros Niarchos Park. It was constructed through a grant from the Stavros Niarchos Foundation and was transferred to the Greek State in February 2017.

SNFCC Single Member S.A. is a public benefit organization, responsible for the maintenance, operation, and management of the Stavros Niarchos Foundation Cultural Center and the Stavros Niarchos Park, while at the same time, developing its own cultural, educational and sports programming, open to all and free of charge, thanks to an exclusive grant from the Stavros Niarchos Foundation.

SNFCC Single Member S.A. is an employer that provides equal opportunities, through prohibiting discrimination against employees or candidate employees regarding their race, skin color, religion, nationality, ethnic origin, gender, age, disability, marital status, sexual orientation or any other category protected by the law. SNFCC Single Member S.A. ensures that all candidates will be treated equally with accordance to their qualifications and the conditions laid down by the law.

The **Security Department** is responsible for the safety of employees and the public and for the smooth and safe operation of of the building infrastructure and the outdoor areas of the Stavros Niarchos Foundation Cultural Centre.

SNFCC is seeking a candidate to fill the position of **Security Officer**, reporting to the Security Director. The **ideal candidate** will help minimize incidents, achieve the high safety standards set by the organization, and ensure that staff, contractors and visitors implement and adhere to safety protocols.

### Key Duties and Responsibilities

- Implement and supervise the operational security plan for SNFCC, events (art events, event space rental), SNF Nostos and emergencies.
- Monitor and supervise the security service contractor (execution of duties, post number control, familiarity with special instructions).
- Supervise training programs so as to ensure that the contractor's security staff are familiarized with key points in security and safety procedures.

- Supervise emergency drills among all the contractor's staff.
- Supervise safety policy compliance of staff and visitors.
- Implement security and safety policies, protocols and procedures.
- Participate in and supervise events with VIP guests.
- Monitor inspections of emergency security and safety systems operation.
- Inform the Security Officer of any security incidents.
- Working in shifts as needed, weekends and holidays as SNFCC is an organization that operates 365 days a year.

### **Requirements**

- Post-secondary vocational school diploma of at least three years' duration
- A postgraduate degree will be considered as an advantage
- Proven track-record of at least 4 years' experience in a similar post in large organizations
- Experience in security management of major cultural events
- Security Personnel Permit
- Good knowledge of the English language
- Excellent working knowledge of MS Office, particularly Excel and PowerPoint

### **Soft and Hard Skills**

- Written and spoken communication skills
- Team spirit
- Excellent detail-oriented organizational skills to achieve goals within strict deadlines
- Flexibility in working hours.

### **Application process:**

- The submission deadline is December 23, 2022 at 16:59 EET
- Candidates must submit their resume and a brief letter of interest [HERE](#).
- All applications will initially be assessed by an independent human resources consulting firm. Interviews with shortlisted candidates will follow. All candidates will be notified of the recruitment process completion.
- All SNFCC facilities and offices are fully accessible to Persons with Disabilities