

EMPLOYEE VACANCY

For the role of:

**General Manager of Security, Protection and
Logistics of the Labs & Ranges**

2016STE05

ADVANCED NOTICE

ADM Shine Technologies Ltd
*UK Defence Research &
Technologies for the Military,
Justice and Security*

General Terms

- > WITHOUT PREJUDICE and SUBJECT TO OFFER AND CONTRACT
- > A career with ADM Shine Technologies Ltd is a rewarding one, but it isn't for everyone as the commitments to integrity, confidentiality and trust are a lifelong one. The rewards in terms of Salary, Benefits and Career Development are unique in the industry and we make every effort each year to ensure they remain so.
- > Only direct applications will be considered; all third party applications will be politely rejected, unless made by UK MoD or HMG.
- > Employment with ADM Shine Technologies Ltd has special security considerations in terms of citizenship - see website.
- > Armed forces and disabled individuals [that meet the skills criteria] will be guaranteed an interview.
- > Armed forces' spouses will also be considered and the application form can be submitted either separately or as a conditional pair of applications. Likewise couples or partners may jointly apply. Likewise, if possible, a joint role-share application.
- > If you have come to this vacancy pack from a recruitment agency, read carefully the polite notice on the Careers Page of our website. No liability will be accepted and such applications will be rejected. No Introductory fees will be paid under any circumstance.
- > All applications will be subject to careful checks, security checks, interview(s) and background/skills assessments.
- > IF YOU ARE LOOKING FOR SHORT-TERM APPOINTMENTS then do not consider this post.

Guidance for vacancy notice

- (i) ADM Shine Technologies Ltd promotes diversity in employment. We welcome applications from women and men, regardless of disability, sexual orientation, racial or ethnic origin, or age.
- (ii) Candidates will undergo Security Clearance prior to appointment and it is a requirement for everyone in the Company to maintain their vetting during their tenure.
- (iii) Given the nature of the work, unfortunately we cannot allow suitably cleared freelance contractors to work for us - therefore please do not apply, unless it is for a permanent position, as these security requirements are very unlikely to change.
- (iv) Rehabilitating Servicemen and women will be actively considered across any of our sites. Those leaving the service and considering options and placement can discuss possible roles with any of our Company Directors.
- (v) Certain specialists, Engineering and Signals Trades are clearly applicable, but we welcome all service applications - including those that have left through FMED 18 or P7 MedD etc.
- (vi) We will soon be welcoming certain specialists, Gurkhas and highly capable resources with provable integrity for our guarding and security work across all of our sites.

Form sections guidance

- 1 Vacancy reference is given on our vacancies page(s) on our website along with the status, salary and benefit details; also with clear instructions as to how to apply (including the application form).
 - 2 The driving licence qualifications class is that on the reverse of the picture card. Changes over the last few decades have meant for some these may be subject to further testing. Annual leave is from 1st January to 31st January and this figure includes the statutory nine public days. We offer Reservists additional time off over and above this entitlement by way of policy. CONDO is a UK MoD contractual term and is essentially a clause we also add in to every employment contract. This enables our customers to request support in to active military operations or near to them for assistance with our R&D capabilities or with our know-how. No-one has casual opt-out of these clauses in their employment contract - see our website for more details on this key aspect of our (obligations of) support. On-call is down to role needs and will be discussed further if it applies.
 - 3 The vacancy status headlines our intent and is to be read with the open and close dates in mind. We reserve the right to alter any details regarding this post, including withdrawing it if the Company so chooses without any further notice. See our website for details about the Interview and our selection approaches. We will make whatever reasonable changes are required for you to be able to comfortably show us your ability and potential.
 - 4 Role is described in general terms. Use the Website Lexicon in the first instance if we have used any acronyms or odd phrases as our work can at times be riddled with such!
 - 5 Whilst we try to be as precise as possible on Eligibility, please consider this section a helpful steer - but not a precise definition to be meticulously used as a selection criteria. For us it's about experience and aptitude, with the ability to really fit in and strongly contribute to our work. This also includes considering a wide range of Service Trades and experience.
 - 6 Salary is always Pounds Sterling of Great Britain and is a sum paid for the full annual year. If the post is, for example, for 50% Full Time Equivalent [FTE] then you need to halve that amount as that will then be your Gross take-home salary. So a 50% FTE £60,000 p.a. Salary would be a Gross take-home salary of £30,000 p.a. Nearly all of our vacancies are 100% FTE.
 - 7 Special Conditions can be anything that may be necessary that is pertinent to the role. Special Benefits are those that are defined on our website in the Role Specific Benefits page(s).
 - 9 We have several sites. We travel too. We have strategic links to larger companies we work with and we have a main site. This section will, where possible, define your location for this given vacancy. This may be possible to be changed and discussed.
 - 10 Our website has many pages dedicated to our Salary, our Policies, Our Benefits and our Careers. Some of those have been specifically written for ex-Forces and their families (yes - we do offer spouses' employment options). See our website for details on how to apply and the various forms and paperwork you will need to fill in.
- > FOR FURTHER INFORMATION - Please contact us using the form on our website [Contact Us page ~ first form].

STAFF - PUBLIC

(website release)

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EMPLOYEE VACANCY

1. About the vacancy

Our Reference: 2016STE05 Title / Description: General Manager of Security, Protection and Logistics of the Labs & Ranges
Salary Grade: STEM-L

2. Location and Tenure

Location: East Midlands Tenure: Full Time Weekly Hours: 40 hours
On call: Yes ~ Escalation Rota CONDO: Yes Driving Class: Ideally up to D1E
Reporting to: Chief Defence Security Officer Annual Leave: 32 days {incl B/H} Leadership: Yes ~ small team of specialists

3. Vacancy Dates

Vacancy Status: PENDING Start Date (ideal): May 2016 Probation period: 3 Months
Interviews: TBC Assessments: TBC Dates Flexible? Yes
Vacancy Open: TBC Vacancy Close: TBC Advertised? No

4. Role Description

The GM SPL/LR is a key role and would ideally be of ex-military or ex-police special operations standing. The role is to be responsible for the Physical and Personnel security of all sites and items in transit. The role will also work with the CTO/Director Special Projects to ensure that the Logical Security of all networks and data is also secure on site. The GM will draw-up core SOPs and daily threat analysis and create a cost effective response to that for the wider interest of the group. This role will also be responsible for the CP of key personnel and will formulate plans with the CDSO and the relevant authorities for such.

The GM SPL/LR will also be responsible for countering a range of threats such as those caused by the public to those determined to understand the very nature of business and attempt corporate Intellectual Property Theft. The role will also support the CDSO in countering threats of espionage. As a direct report of the CDSO you will also have Special Projects duties that will be germane to you and your teams role in protecting all sites. The role has the responsibility for the introduction of formal methods and practices that are approved and mandated by our customers. You will develop a highly capable reception team that have training in counter surveillance and counter intelligence, these will be rotated under your scheduling to remain sharp.

You will also be responsible for the CP team and will keep every aspect of their training sharp and current. The Team will be expected to maintain a high level of fitness and you will schedule programmes to ensure the team are capable of passing regular fitness tests as agreed with CDSO. You will accordingly afford flexibility as required by the employment act and disability discrimination act. Disabled team members that can otherwise meet all other team requirements will be accommodated by you and your team. The role will be key in enabling whole life cost reduction for losses and acceptable management of risks that are highly rigorous and highly secure.

The range of research and products is varied and the focus of the activities [hence risks] vary therefore the SOPs must be tailored to suit such as at the end of the day we are not going to have double barbed wired fence-lines around every facility! If and were appropriate security aids will be specified and agreed with the CDSO for board approval and hence capital purchase. You will have budget authority with agreed annual budgets and a discretionary fund. You will agree all personal protection equipment and uniforms and set high standards in such. The role must conform to industry standards for security and the necessary approvals and licensing for such which you will be expected to maintain.

As the tempo changes to meet operational needs, then so must you be flexible or have plans suitably drawn up to enable rapid reaction to those needs and changes to threat levels. You will be responsible for all incoming calls and all call recording systems along with all CCTV systems. You will be responsible to ensure all staff, callers, visitors and trade representatives [including delivery couriers etc], are all pre-approved or pre-checked prior to site admittance without exception. You are to support the CDSO in building good links with the relevant stakeholders within the customer community for your role.

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5. Eligibility

Holders of relevant military or home office senior positions at the general manager level and ideally be a holder of an engineering BSc or MSc or other suitable qualifications that demonstrate an understanding of engineering and scientific research establishments would be highly desirable.

A good understanding of how large establishments undertake 6P Physical Security SOPs and Threat Assessments / Mitigations would be needed or appropriate Tradecraft that can be demonstrated. Ability to draw up concise instructions and schedules, together with the ability to ensure they are fastidiously implemented are essential.

6. Salary and Benefits

The salary will be for 100% FTE £57,000 p.a. and will have a fixed day centred on the board meeting schedule all other days are flexible.

Reasonable and authorised expenses will be paid in arrears according to our Employee Handbook.

Additional Benefits are defined on the company website and will be discussed with you and agreed prior to any offer made. The Company operates a 1st January to 31st December leave entitlement and every January the Company undertakes to do a full employee assessment of all staff performance and appraisal. From this you may be entitled to a pay rise.

7. Special Conditions / Benefits

The candidate must meet our security approvals standards for this role and maintain such throughout their employment tenure. The candidate may apply for relocation assistance by mutual agreement and also for a car allowance [cash substitute of £9,000 p.a.]

8. Additional Information on Role, Salary and Benefits

The role will be supported by the COO, CIO, CTO and CDSO along with their teams and you will have at your choice a single executive assistant that will be of Researcher grade/standing. That person will be of your choice, selection and role definition and will be recruited within a short time of you starting.

9. Location of Work

The choice of location for the role can be at any one of our sites on the condition that, due to the special security requirements, the individual is able to travel to the board meeting once a month and attend the head office / agreed venues for the board meeting. Ideally the individual would be based in the locality of the head office or the site with the bulk of the engineering and scientific staff.

10. How to Apply

How to apply is covered in our Careers Page and various other sub-pages - our application form is on the APPLY HERE page. Additional information is there for ex-Forces and Forces' spouse applications and also Joint Applications...

We hope it is via those that you got here. Open vacancies will provide a pack and that pack includes application forms and any additional information about interviews along with any necessary pre-application activities [e.g. sending in original ID documentation or completing forms].

We have a policy of not holding CVs for more than three months, thereafter they will be securely destroyed/deleted. If we have a post that fits a held CV it will have the same opportunity as other applicants. We will inform the individual that supplied the CV of possible vacancies and it remains the individual's responsibility to apply and comply with the open vacancy(ies) pack instructions without exception. Only individuals that have complied with open vacancy pack instructions and that meet the criteria will be considered for the next stage in the recruitment process.

APPROVED FOR PUBLIC RELEASE: Chief Technical Officer / Director SP

Date: 29 February 2016