

Manager, Fire Safety & Emergency Response - 022356

Position Summary:

Reporting to the Director, Security Operations, MCE the Manager, Fire Safety & Emergency Response is responsible for Fire Safety and Emergency Response standards and procedures across MCE. The Manager, Fire Safety & Emergency Response is responsible for conducting and coordinating training and ensuring that risk assessments are conducted and recommendations are submitted to ensure the safety and well being of customers and staff at MCE properties.

Primary Responsibilities:

- Implement strategies and develop and maintain policies and procedures for fire, flood, bomb, typhoon and other disasters and emergencies
- Investigate workplace fire and emergency incidents and implement strategies to identify and reduce incidents at MCE properties
- Support senior management in the development and implementation of departmental plans and the Emergency Management Plan (EMP), Crisis and Typhoon plans and ensure they are continually reviewed and updated
- Investigate and report on accidents including to the Macau Labour Department as required and identify and implement measures to prevent re-occurrence
- Define training requirements for employees through a range of training programs – induction, on the job, fire warden and on going refresher courses
- Identify operational training requirements and implement training programs in accordance with departmental and company objectives and best practice
- Develop training programs and prepare learning materials, training events and ensure assessment of individuals is completed
- Coordinate and conduct fire safety drills and evacuation exercises as required
- Facilitate training for all security staff in practical fire fighting, fire evacuation and emergency response procedures in a range of scenarios
- Support the co-ordination of evacuation and disaster recovery situations at MCE properties and as requested liaise with emergency authorities to ensure adherence to statutory requirements
- Evaluate and implement operating techniques in order to maximise and maintain efficiency
- Research safety and security of building and statutory requirements for business compliance and report on compliance matters
- Communicate and implement policies and procedures to all employees ensuring operation and quality service standards are maintained
- Participate in Workplace Safety meetings to review issues and to implement processes that ensure fire safety risks and potential fire safety hazards are identified and addressed

Key Performance Indicators:

- Fire and Safety targets are met, including:
- Development of Emergency & Disaster Management policies and plans
- Development of Learning and training materials and competency assessment tools for key stake holders
- Roll out of Training to business units
- Fire Safety Risk assessments conducted on high risk areas
- Reports and debriefs are completed in a timely manner
- Statutory regulations are complied with

Qualifications and Experience:

- Minimum of 3 years Management experience in a Fire Safety and or Emergency Coordination or Safety role preferably in a Casino Environment; or other demonstrated high level Management experience
- Excellent verbal and written knowledge of English required, Cantonese and Mandarin languages an advantage
- Demonstrated capability of supporting business plans and the achievement of the Security department objectives, particularly emergency management objectives
- Experience in the implementation of procedures
- Experience in identifying, responding to and reducing fire safety incidents or issues
- Experience in overseeing, planning, reviewing or coordinating evacuation and disaster recovery processes including coordinating a response to fire alarms
- Experience in liaising and cooperating with law enforcement and emergency services authorities

Personal Competencies:

- Displays a high commitment to delivering results
- Leads others to achieve business objectives
- Communicates effectively
- Achieves agreed objectives and accepts accountability for results
- Displays the highest level of integrity
- Ability to maintain discretion
- Self motivated
- Approachable

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Suitable candidates will be invited for an interview within 4 weeks of their application. All information collected will be used for recruitment purposes only.