

Job Description

General Details

Job title:	Head of Campus Security
School:	Estates & Commercial Services
Normal Workbase:	Stoke Campus
Tenure:	Permanent
Hours/FTE:	1 FTE
Grade/Salary:	Grade 8
Date Prepared:	March 2020

Job Purpose

To lead, design and develop the Campus Security Service to deliver the highest service standards that enhance the student and staff experience and supports the University's objectives. To oversee the strategic development of an effective and professional security service that recognises the needs of staff and the wider community and supports excellent student experience. To act as the University's proactive specialist adviser on security management and technologies and ensure effective security management practice is deployed and embraced across all areas of the University.

Ensure all elements of the security service are compliant within current legal and statutory obligations. To drive improvements in the service whilst recognising the contribution to the overall student experience and reputation of the University. More generally to ensure the team maintains its focus on delivering key University objectives and adopts a highly professional, proactive, customer focused approach in the delivery of services which support the best possible environment for students, staff and other stakeholders.

Consistently deliver a visible, welcoming, professional and customer-focussed service to all internal and external customers of the University.

Relationships

Reporting to:	Assistant Director of Campus Services
Responsible for:	All Security Staff

Main Activities

1. Be responsible for, reporting through the Assistant Director of Campus Services, all strategic planning, financial and budget management and deployment of staffing resources for Campus Security.
2. To take lead responsibility for the identification, implementation and development of strategies for total security provision for the University, to meet the broader strategic needs of the Institution; servicing stakeholders, assisting development and meeting the requirements of complex regulations, including the creation of business cases to drive innovation, cultural and organisational change.

3. To embed a culture of highly skilled, professional support for these often competing demands by overseeing the consistent deployment of resources, prioritisation and escalation where appropriate, using a deep understanding of the strategic and operational needs of the whole Institution.
4. To work with the Assistant Director of Campus Services to create a rolling plan to develop, implement and firmly embed the Protect & Prepare elements of the Government's CONTEST Agenda within the organisation, building key business relationships with senior stakeholders to gain commitment and drive cultural change.
5. Continually gather intelligence and provide expert advice to the University on possible threats to its activities and appropriate response/suitable measures to address the risks.
6. Take a lead Security role across the University in terms of response to Business Continuity, Emergencies and Critical Incidents. To provide advice to the University Executive in relation to security and sensitive issues as required.
7. To lead the procurement, implementation, development and continuously improving the operation of all security systems, developing senior relationships across the organisation to ensure that business cases have broad organisational input and strategic engagement.
8. Develop and maintain an annual security and risk management plan and ensure progress reporting systems are in place to assure compliance and improvement.
9. To enhance and further develop the key relationships with related organisations on a local, regional & national level (as appropriate) and drive education and progress within the University. Act as an expert adviser to local Police, other emergency services and security contractors on all issues relating to University security matters.
10. Contribute to the University's Major Incident Plan.
11. Ensure the security team and the service are managed effectively; the service complies with all legal compliance requirements and University policies and procedures. Further ensure they implement their agreed roles/responsibilities within University plans (for example the Fire Management Plan).
12. Create, lead and continuously assure effective security management communication strategies.
13. Ensure incidents are investigated in a fair, objective and highly professional manner.
14. Establish and promote measures to support crime reduction & the fear of crime on campus, and to tackle violence and aggression. Direct investigation of all incidents of physical assault and non-physical assault in conjunction with appropriate cross-University colleagues.
15. To consider the welfare, education and training needs of all staff under the postholder control relative to the service provided with reference to a well-balanced, versatile, flexible and qualified workforce. Establish excellent management/interpersonal relationships and improve the efficiency and effectiveness of colleagues within area of responsibility.
16. The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy

Special Conditions

Every member of our team makes a difference to our customers' experience. You will come across customers as you walk around our Estate and in every interaction you have throughout the working day; we rely on all of our staff to be diligent, helpful, kind and courteous to all our customers, colleagues and each other.

The role holder will be required to travel between sites from time to time in a cost-effective manner, which may be through the use of a car.

This is a permanent, full-time post working 37 hours but with an expectation that this will be flexible according to the needs of the role and the organisation.

Due to the nature of the role, the post holder will be required to attend any of the Staffordshire campus in the case of a critical incident or emergency out of hours, including weekends and bank holidays.

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

Person Specification



Job Title: Head of Campus Security

School/Service: Estates & Commercial Services

The qualifications, experience, knowledge skills and personal qualities outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which a decision to appoint will be made. Please ensure that you provide evidence of how you meet the criteria in your application.

No	Selection Criteria Description	Essential [E] or Desirable [D]	Assessed by *
1	A degree or professional qualification in a relevant subject such as Security and Risk Management or substantial, demonstrable security related experience gained in a service management environment.	E	A/I
2	Membership of a relevant professional body in security.	D	A
3	A demonstrable personal profile of continuous professional development with evidence of training in, or a sound operational knowledge of the following in relation to security issues: <ul style="list-style-type: none">- Data Protection Act 1998- Human Rights Act 1998- Police and Criminal Evidence Act 1984- Health & Safety at Work Regulations 1992- Health & Safety Act 1974- Counterterrorism & Security Act 2015, including Prevent- Equalities Act 2010	D	A/I
4	Significant, demonstrable leadership experience at a senior level.	E	A/I
5	Evidence of developing effective strategies that target service improvements including measured performance criteria.	E	A/I
6	Experience of developing business continuity management and service risk reviews in a complex environment.	E	A/I
7	Evidence of building successful relationships at a Senior level within the organisation and with key external stakeholders (e.g. Security Services, Emergency Services).	E	A/I
8	Proven record of leading staff on shifts and normal hours; business planning and resource management; chairing skills; budget management and control; report writing, time and project management and quality enhancement.	E	A/I
9	Exceptional customer-service ethos and ability to embed a highly professional service culture.	E	A/I

10	Confident, articulate and sensitive communicator. Ability to communicate with all levels of staff: give presentations, chair meetings, communicate in difficult circumstances and stay calm in a crisis and write concise, reasoned reports for senior management.	E	A/I
11	Significant strategic and operational understanding of the CONTEST Agenda.	D	A/I
12	Demonstrable experience in change management in particular the people and cultural aspects of enabling change.	E	A/I
13	Ability to develop strategic relationships and negotiate effectively with external and internal stakeholders, suppliers and consultants.	E	A/I
14	Excellent interpersonal and communication skills with the ability to successfully engage and influence at all levels, both internally and externally with a high level of customer focus.	E	I
15	Ability to problem solve complex strategic or process issues.	E	I
16	Ability to manage performance at individual and operational level e.g. developing, managing and reporting on service KPI's.	E	I
17	Able to demonstrate an understanding of the University's strategic plan and a commitment to the University values.	E	I
18	Previous experience of working in Higher Education.	D	I

***Key**

[A] Application form

[I] Interview

To be assessed against the information provided in the relevant steps of the application form and the evidence required under Section 4, 'Supporting Statements'

To be assessed during the interview process including selection tests or presentation, as appropriate