



Staffordshire University Services Ltd

Job Description

Job title	CONTEST Agenda PROTECT Specialist
School/Service	Estates and Commercial Services
Normal Workbase	Stoke
Tenure	Permanent
Grade/Salary	Grade 6
FTE	37 hours per week
Date prepared	December 2021

Job Purpose

Reporting to the Head of Campus Security, you will lead the strategic development, integration and continuous improvement of the University's response to the Government's PROTECT Duty. This role is central to the efforts to prepare, establish and maintain all aspects of the University's obligations as a publicly accessible location to protect its people and built environment from a terrorist threat.

This is high profile role across the organisation, which is expected to represent the University in making a contribution to wider local, regional and national issues where appropriate.

Relationships

Reporting to:	Head of Campus SEcurity
Responsible for:	No line management responsibility

Main Activities

1. To lead on the strategic development, integration and continuous improvement of the University's response to the PROTECT Duty agenda.
2. With the proposed introduction of legislation to manage our obligations towards preparing for and dealing with terrorist threats, protests and or other malicious threats, to be the focal point for all such activities on the University campus.
3. To ensure that all current and future legislation related to the terrorist threat against publicly accessible locations are understood, and that work is planned and undertaken to comply with such legislation.
4. Undertake a leading role in all risk management activities related to the terrorist threat, including conducting regular risk assessments in accordance with known and possible threats, proposing risk mitigation activities, control measures, monitoring and managing the progress of any risk mitigation projects, and feeding risk management activities into the wider security and business risk process through the Head of Campus

Security.

5. Using the framework of the Protective Security Improvement Activity (PSIA) or similar document such as may be released in the future, conduct continuous security checks and audits related to PSIA, developing and implementing plans to ensure the organization is able to demonstrate its desire to protect its students and staff.
6. Prepare, submit, regularly review and update Policies, Procedures and Standard Operating Procedures related to measures and activities that are needed to be implemented and followed by the Security team and members of the wider University campus.
7. Develop sustainable, mutually beneficial relationships with partner organisations, in particular those associated with, and related to, counter-terrorism activities (e.g. NaCTSO and local CTAs)
8. Prepare training & education material to be used across the University, including SCan and ACT. Lead on the delivery, monitoring and communication of all terrorism-related training across campus, and prepare regular reports on the status of the training effort and the effect it is having on the security culture.
9. Ensure that regular contact is maintained and fostered with surrounding partnerships and businesses/residential focus groups that border the campus, to further environmental awareness and engagement as part of the Protect Duty scope. It is important that the University understands its neighbours' needs and local issues, and contributes to improving communication between stakeholders to provide a safer environment both in the local and wider area.
10. Liaise confidently with staff, students, and their parents/guardians about terrorism-related matters as part of day-to-day duties and during planned and ad-hoc events, to raise awareness, manage fears and anxiety where it exists, and assist with the creation of a security culture that takes terrorism into account.
11. Support and confidently contribute to a CONTEST Strategy Group which will have representation from both University and external stakeholders, to ensure that the terrorism threat is understood and sensitively embedded throughout the University, and that appropriate steps are taken using a multi-disciplinary approach to manage the threats that the University face.
12. Collaborate in the design and preparation of, and participate in, practical exercises that simulate a terrorist incident with a view to optimizing the University's response through lessons learned and improvements to policies, procedures and SOPs. Provide relevant and constructive feedback to stakeholders post-simulation, including senior staff and security teams who have participated in the exercise.
13. Maintain up to date knowledge of all relevant legislation and current/future terrorism trends, as well as information from various sources that will inform and enable current practices/advice going forward. Provide timely and relevant advice to the Head of Security, its security teams and the wider University community as required.
14. Prepare various accurate and detailed reports for the Head of Campus Security on matters relating specifically to the University's state of readiness to protect itself, staff, and students from a terrorist threat, and how it complies with relevant legislation.

15. Organise and confidently contribute to bi-monthly in-house security meetings with local CTSA's and follow up on any actions that arise from them.
16. Contribute as a subject matter expert and support the Head of Campus Security in the event of a terrorism-related incident or other possible significant and credible threat.
17. Continuously seek out ways to make positive improvements to the way the security department and University deal with and manage terrorist incidents.
18. Be able and willing to quickly master and competently use all relevant technical aspects of the security control room, meaning the effective and diligent use of all security software applications, CCTV, radios, and access control.
19. Willingness to work flexibly during peak times throughout the year (for example student intake, graduations, open days etc.) as required, and understand the expectation that leave may be restricted during such times
20. To undertake any other duties as may reasonably be required by the Head of Campus Security
21. The role holder is required to minimise the environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy.
22. To undertake other such responsibilities as may reasonably be required

Special Conditions

Every member of our team is expected to make positive difference to our customer's 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.

Please read this job description thoroughly before submitting your application. As well as meeting the essential requirements of the person specification, be sure that you can demonstrate commitment to our values, teamwork, reliable attendance, dedication, and the ability to show diligence, care and respect to our customers, visitors, and colleagues.

This is a permanent full-time post generally working 37 hours over a 5-day week, Monday to Friday, daytimes. On occasion and according to specific business needs there may be a requirement to work outside these hours, including weekends/evenings/nights/bank holidays

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.

Professional Development

The organisation is keen to support staff in achieving high standards and will expect continuous professional development to ensure up to date knowledge and technical skills in related areas.

Variation to Job Description

The employer 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

You will be employed by Staffordshire University Services Limited.

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which recruits and provides both academic and professional support staff to the University. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

Informal Discussion

Should you wish to discuss this vacancy informally before making an application please contact Tom Callow - Head of Campus Security (07766520401)

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.

Staffordshire University will use anonymous application forms for this role, however we recognise that applicants may want to include additional information demonstrating their research or publications. If you choose to upload any supporting documents that contain identifiable data, your application will no longer be considered anonymous.

The closing date is midnight on 21 January 2021

Interview dates are to be advised