

**ABOUT LOUGHBOROUGH UNIVERSITY**

**CORPORATE SERVICES**

**SECURITY MANAGER**

**JOB REF: REQ15871**

**NOVEMBER 2015**

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

**JOB DESCRIPTION**

**Job Grade:** MA7

**Job Purpose**

The Security Manager, as a member of Corporate Services, will report to the Head of Corporate Services concerning the operation, effectiveness and efficiency of the security service, and ensure that the university's policies for the safety and security of staff, students and visitors to campus, are implemented.

The Security Manager is responsible for the provision of an appropriately staffed, trained and equipped security patrol service, and for its operation throughout 365 days of the year. The post holder will ensure that the service provided is cost effective and be pro-active in developing strategies for ensuring the best possible security for the university, its staff, students, visitors and assets.

**Job Duties**

The principal duties and responsibilities are set out below:

**Strategy and Leadership**

- To develop and review security policy and strategy in relation to legislative change, standards in higher education and the security industry in general, and to advise the executive leadership team concerning any matters of a security nature as required.
- To liaise with other managers and key customers to ensure that a quality service is delivered and security concerns addressed. This involves liaison with staff at all levels, hall wardens, students and visitors in order to gauge customer

satisfaction. Setting and monitoring service level statements and key performance indicators as they affect security personnel. To prepare reports concerning the operation of the security service as agreed.

- Manage the security section personnel, recruiting, training, motivating and directing them, with a view to improving efficiency and effectiveness, and promoting a positive image of the university, and dealing with disciplinary matters in accordance with university policies.
- Assess the risks affecting the university in respect of crime, terrorism and civil disorder, acting as the point of contact with police and other security organisations on a day to day basis, as well as in crisis situations. Maintain and develop working relationships with local police officers and their commanders, and other organisations and H.E. Institutions with a view to addressing those risks.
- To liaise with building occupiers and FM Project team to ensure that all buildings have appropriate security measures in place to reflect the risk profile of each building.
- To liaise with the university insurance officer and insurers, as necessary, focusing on risk reduction and risk management strategies. Monitor and investigate as necessary all reports of crime on campus or affecting university assets.
- To have a sound understanding of technological security system strategy and the capability of implementing IT procedures in respect of alarms, CCTV and reporting systems. There is also a requirement to have a sound knowledge of technological advances in order to continually assess and, if required, improve the integrated security systems operating at the University.
- Liaise with members of the FM Projects Team, and architects, project and site managers, with a view to addressing security issues within planned buildings or other buildings during alteration works, and within the area of such works on campus.

### **Delivery**

- To address crime prevention and awareness measures across campus, and to develop strategies to improve and maintain student safety.
- Monitor and manage the security section budget and have budgetary control for security activities, equipment and personnel within agreed spending limits.
- To identify objectives and priorities for the security section and to direct resources in a flexible way in order to achieve maximum effectiveness and value for money in pro-active and re-active ways.
- To ensure that appropriate security measures are in place for all high value assets.
- To ensure that any welfare issues with students, staff and tenants through

security operations are managed and appropriately signposted.

- To record and disseminate all complaints received from members of the local community, staff, students and visitors with regard to instances of student misconduct, and to carry out investigations into the discipline of students under Ordinance XV11, (Section 2), as outlined in the ordinance.
- To be a first point of contact with regard to the university Major Incident and Business Continuity Plan, contacting and advising other staff members as appropriate, be a member of the Operations Team as outlined in the university plan, and to be the point of contact for emergency services during any such incident. To provide a 24 hour 'on-call' security management role throughout the year in conjunction with other managers.
- To carry out any other security related exercise or instruction received from the Executive Leadership Team from time to time.
- To investigate and report on matters of student discipline, as directed, under the provisions of University Ordinance XV11, and to present disciplinary cases involving students to panels of the Student Discipline Committee.

### **Other**

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at: <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>. We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>). In addition, the University is supportive, where operational needs allow, of flexible working arrangements.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan>.

## PERSON SPECIFICATION

**Job Title:** Security Manager

**Job Grade:** MA7

	<b>Essential</b>	<b>Desirable</b>	<b>Stage to be Assessed</b>
<b>Experience</b>	Experience at a senior professional level within the security or related industry which has been gained through progressively demanding and influential work areas.		1,3
	Experience of management of teams.		1,3
	Experience of interviewing and investigating for discipline purposes.		1,3
	Experience of crime reduction within a similar organisation.		1,3
	Experience of developing and implementing effective security policies.		1,3
	An awareness of current priorities and initiatives within the higher education sector		1,2,3
		Negotiating with Trades Unions	1,3
<b>Skills and abilities</b>	Excellent interpersonal skills and the ability to communicate and liaise with a wide range of staff, extending from senior managers and leading academics, to employees representatives		1,3
	Proven leadership abilities, enthusiasm, confidence and initiative to be able to lead and motivate others.		1,3
	Negotiation skills.		1,3
	Ability to identify and solve problems.		1,3
	Ability to work as part of a team as well as independently.		1,2,3

	<b>Essential</b>	<b>Desirable</b>	<b>Stage to be Assessed</b>
<b>Skills and abilities continued</b>	Experience of effectively managing the performance of individuals, teams and services through effective performance management systems		1,3
	IT skills sufficient to be able to produce high quality reports and statistical information for executive and strategic use.		1,3
	Ability to prioritise a demanding workload.		1,3
	Ability to influence managers to make timely and effective HR management decisions.		1,3
	Ability to create and implement new procedures across the Security Section and also the wider university community when required.		1,2,3
	Knowledge and experience of physical security operations.		1,2,3
	An appreciation and experience of Emergency Management response (e.g. in the event of mass evacuation in an emergency).		1,3
<b>Education and Training</b>	Educated to degree level or with relevant police/security experience and associated management training.		1
	Leadership and management related qualification to level NVQ 5 i.e. ILM 5 certificate/diploma or equivalent.	To have achieved or be willing to work towards achieving the IOSH 4 day Managing Safety certificate.	1

	<b>Essential</b>	<b>Desirable</b>	<b>Stage to be Assessed</b>
<b>Education and Training continued</b>		Membership of a relevant professional institute or a high level of experience at a senior level.	1
<b>Other</b>	A commitment to understanding and observing and promoting the University's Human Resources policy, including Equal Opportunities, Harassment and Bullying at work		1

### **Stages in assessment:**

- 1= application form at short listing,  
2= selection test – i.e. presentation, in-tray exercise, data analysis  
3= interview

### **Conditions of Service**

Appointment will be made on Management and Specialist Grade 7 (£38,896 - £45,414 per annum) at a starting salary commensurate with experience and qualifications. This post is full-time and is an open ended contract.

The appointment will be subject to the University's normal Terms and Conditions of Employment for **Academic and Related** staff, details of which can be found at:

<http://www.lboro.ac.uk/services/hr/a-z/conditions-of-service.html>

### **Informal Enquiries**

Informal enquiries should be made to Kevin Walmsley by email at: [k.walmsley@lboro.ac.uk](mailto:k.walmsley@lboro.ac.uk) or by telephone on +44 (0)1509 222123.

### **Application**

The closing date for receipt of applications is **3<sup>rd</sup> January 2016**.