

Job Description

Interim Head of Security

Salary:	Grade 9
Contract:	Full time, fixed term until 31 July 2028
Location:	Canterbury/Medway Campus
Responsible to:	Assistant Director of Campus Operations
Responsible for:	Security Operations Manager, Security Systems Manager, Project Manager (EMP)
Job family:	Administrative, professional and managerial

Job purpose

The Interim Head of Security will be the subject matter expert for all security matters and provide oversight and strategic direction for Security services. They should ensure that any risks associated with these services are reduced and/or mitigated and that these services comply with all legislation and codes of practice that may exist. They will act as a key adviser in the University's major incident response ensuring that all staff are appropriately trained to deal with a range of incidents which the University may face.

They will horizon scan to identify changes to the environment or intelligence received which may require consideration and subsequent action by the University, putting forward proposals through University governance for changes to policies or investment options for hardware or technology to enhance security and safety.

They will have an overview of all relevant legislation and support their team to maintain compliance at all times, fostering a culture of inclusivity, continuous improvement and sustainable practice in service delivery.

The Interim Head of Security will be a strategic and tactical thinker with excellent communication skills and an inclusive leadership style. They will have an innovative and creative approach with excellent problem solving and decision-making skills. They will also have excellent influencing and negotiating skills and be able to build and maintain effective relationships at all levels within the University. They will be committed to high performance, continuous improvement, both of service and professionally and be able to support Kent's development as one of the best universities in the country for education and student experience. You will have held senior managerial posts within a relevant discipline with a strong commercial and business focus.

Key accountabilities

The following are the main duties for the job. Other duties, commensurate with the grading of the job, may also be assigned from time to time.

- Provide strategic and operational leadership on all security matters, including serious incidents, to ensure appropriate security services are delivered and to reduce the risk of harm to the University community, taking lead responsibility for the effective deployment and management of all security staff to ensure that an effective, customer friendly service is delivered, supporting students, staff, the wider community and other key stakeholders
- Liaise with members of University staff, Kent Union and external stakeholders on all security issues & events to maintain a safe and secure campus for staff, students and visitors. Advise University staff, Departments and students on all related security, parking enforcement and transport issues
- Be responsible for the development and implementation of a University Security Strategy and infrastructure, with related Policies and Operational Guidelines, to ensure all security and services are delivered within recognised legislative guidelines and codes of practice.

- Take responsibility for the identification of risk (physical & personal security) and take steps to mitigate against such risk to reduce the possibility of harm, and respond to emerging threats with appropriate security measures, e.g. counter terrorism measures.
- Develop and foster a security culture across the organisation through the development and delivery of relevant training/awareness interventions to security staff and the wider University community
- Ensure that systems associated with service delivery e.g. CCTV, access control, radio, body worn video, and parking enforcement are compliant, fit for purpose and developed to meet University objectives.

Key challenges and decisions

The following provide an overview of the most challenging or complex parts of the role and the degree of autonomy that exists.

- To have responsibility for Security budget decision making to ensure best value and to prioritise security and safety outcomes for the University of Kent.
- To have responsibility for decision making to escalate or act upon any information, intelligence, evidence, threat of risk or harm etc, to the appropriate authority, internal or external.
- To intervene and/or escalate in issues of security, safety or threats of risk or harm or other matters impacting the reputation, organisational operations or safety of the University of Kent.
- Horizon scan, review, investigate and implement where necessary, change to the strategic, tactical and operational direction of Security & Transport.

Facts & figures

The University of Kent is a diverse community comprised of c. 15,000 students and c. 3,000 staff. The University also welcomes thousands of visitors and conference guests to its campuses each year. The Canterbury Campus houses over 5,000 residential students. The University manages over 1,500 parking bays and issues over 2,500 permits per annum. The Security budget totals c. £2.78m.

Internal & external relationships

- Internal:** Students; Staff; Executive Group; Senior Management; Heads of Schools and Department; Student Life; Kent Union, Heads of Professional Services Departments.
- External:** Visitors; Kent Police; Contractors; Contract Security; Cathedral Officials; Event/ Conference Organisers; local community; other UK universities, Canterbury City Council and Kent County Council; CHDT; AUCSO; Job applicants; Counter Terrorism Security Advisers; Software Providers.

Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Regular use of Screen Display Equipment
- Repetitive limb movements
- Vocational driving on & off campus (includes use of cars, vans, ride-on mowers, buggies)
- Extensive walking across a 300-acre campus
- Conflict resolution
- There will be a requirement to work evenings and weekends including as part of a management on-call rota
- Ability to occasionally travel in a timely and efficient manner between campuses

Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Essential Criteria:

- A high level of education, which could be evidenced through a first degree, professional accreditation or senior service rank or equivalent (A)
- Knowledge of working to SIA Regulations and BS7858 standards (A,I)
- Substantial experience managing risk and operational security services within a medium to large sized organisation (A,I)
- Demonstrable understanding of the security issues relating to the higher education sector (A,I)
- Effective and inclusive leadership abilities in managing teams and achieving agreed goals (A,I)
- Experience of effectively managing budgets and resources (A,I)
- High level stakeholder management and relationship building skills (A,I)
- Excellent interpersonal, presentational and communication skills (I)
- Full driving licence. You will be required to drive university vehicles (A,I)
- High level writing skills sufficient to be able to create clear, credible reports, policies and procedures (A,I)
- Good working knowledge of Microsoft Office packages (A,I)
- Dynamic and self-motivated approach to the role (I)
- Flexibility and the ability to respond positively to changing priorities in the workplace (I)
- Ability to make effective use of available resources and provide value for money (I)
- A firm commitment to fostering a working and learning environment that is respectful, inclusive and values diversity, including diversity of thought, and which enables staff and students from a wide range of backgrounds to thrive (I)

Desirable Criteria:

- Management qualification (A)
- Previous experience of working with students/ young people (A,I)

Assessment stage: A - Application; I - Interview; T - Test/presentation at interview stage