

# University of Edinburgh

## Job Description: Chief Security Officer

### 1. Job Details

*Job title:* Chief Security Officer C/E&B/080  
*Department:* Estates & Buildings  
*Unit:* Support Services Division  
*Line Manager:* Assistant Director of Estates & Buildings, (Support Services)

### 2. Job Purpose

To manage and be accountable for the provision of security policies, codes of practice, strategy and operational activity for the University and provide professional advice to ensure that strategies adopted meet all external and internal Estates Strategy and Corporate Services delivery requirements – using available resources to the maximum and providing value for money.

### 3. Main Responsibilities

|   | Approx. % of time |
|---|-------------------|
| 1. Carry out risk assessments and make recommendations to senior management, assessing level of risk in terms of wider issues such as international/national terrorism and animal rights issues.  | 15%               |
| 2. Encourage university community to report all incidents and ensure that reports are analysed in terms of trends emerging to inform decisions on cost effective deployment of staff, CCTV etc.   | 5%                |
| 3. To be accountable for the security budget and efficient and effective provision of operational security services to College and Support Groups.  | 30%               |
| 4. Work with the Assistant Director, College Support Teams and Premises Managers in order to facilitate an integrated estates service.  | 15%               |
| 5. Work with the Development Project Managers, Architects and Consulting Engineers to ensure that crime reduction strategies are in place on all refurbishment and new build projects. Ensure 'Security by Design' principles are in place thus reducing the opportunity for crime on campus. | 15%               |
| 6. Work with the Head of Protocol and others during the planning stage and during actual events to ensure that Royal and other important visits to the University are safe and secure.  | 10%               |
| 7. Advise Senior Management on confidential or sensitive matters and act as a conduit between the University and the police at all levels in order to expedite solutions to difficult situations.   | 5%                |
| 8. Receive and deal with any information that has a security dimension and deal with this in a confidential manner.   | 5%                |

### 4. Planning and Organising

- The post holder is responsible for the development and implementation of security strategies and plans for the University, which support the Estates, Corporate Services and University strategy.
- Participate in support services management team in delivering an effective integrated estates service.
- Contribute to development of strategies and planning of capital and major maintenance work which will have a significant impact upon University business planning, strategy and resources.
- Ensure reports relating to area of responsibility are prepared for University committees / advisory groups.
- Review services provided and report results and recommendations to Assistant Director of Estates.
- Plan for the continual development of the security service and ensure that appropriate arrangements are in place for recruiting, directing, supervising, appraising, counselling and training staff.

### 5. Problem Solving

- As the lead professional for security services the post holder is expected to be proactive in relation to identifying and solving problems so that consistent and appropriate services are available and delivered. The post holder is expected to develop policies and procedures and ensure that they are communicated to and interpreted appropriately by staffing order to minimise risk of crime.
- The range of activity managed by the post holder requires wide experience in resolving complex security risk issues and operational matters as well as in interpreting new legislation and anticipating issues in relation to policy setting.
- Analyse, coordinate and lead recovery/mitigating activities in response to security-related emergency situations – coordinating activities with other relevant senior managers and estate users.

## **6. Decision Making**

- Responsible for ensuring that staff resources and funding allocated to the Security Office are utilised in an effective and efficient manner.
- Responsible for ensuring that all legislative requirements in the area of responsibility are adhered to.
- Responsible for the continuous assessment process, making decisions and thereafter security recommendations to University management in order to reduce risk to the University.
- Responsible, at the scene of serious incidents, for initial decisions as to how the issue will be dealt with, who needs to be informed and / or asked to attend.
- Responsible for all security associated decisions with the aim of speedy recovery and the resumption of normal business.
- Ensure through proper consultation, liaison and negotiation that value for money is achieved in area of responsibility.

## **7. Key Contacts / Relationships**

- Work with all levels of staff in the University from the Principal to operational staff in Estates & Buildings.
- Work with senior academics, college registrars and administrators, school superintendents, and anyone who witnesses or becomes the victim of crime or has a problem to discuss with security connotations.
- Work closely with the convenor of Security Advisory Group dealing with relevant area of responsibility.
- Work with Architects, Consulting Engineers, and building contractors on capital projects during the planning stage and throughout the building phase.
- Liaise with Police and representatives of the Lord Provost's Office when dealing with Royal Visits.
- Work with insurance advisers when dealing with high value theft or any other relevant security risk.

## **8. Knowledge, Skills and Experience Needed for the Job**

- Educated to degree level, with considerable professional experience gained over at least 10 years operating at a senior level in the private and or public sector with a demonstrable track record of managing risk and operational security services is essential.
- A demonstrable track record of developing and implementing practical solutions for strategic and operational change is essential along with an extensive knowledge of security risk management issues, services and systems both within the public and private sector, nationally and internationally.
- Experience of managing budgets and understanding of financial management and systems is essential.
- Experience of managing a large in-house or contracted security workforce and a detailed knowledge of employment legislation and working practices is essential.
- Strong interpersonal skills are required. The post holder should have the ability to work as part of a team and to motivate and should possess a high level of negotiating, influencing and presentational skills due to the interaction required both within and external to the University.

## **9. Dimensions**

- The Security Office numbers 51 staff with an annual salary budget of over £1m and an operational budget of £150K.
- There are 25,000 students and over 7,000 staff occupying over 200 buildings spread over six sites across the city.
- The University also manages extensive biomedical research resources and national and international trends are monitored to ensure that University is managing risk in this area.
- In addition to the value of buildings the University holds some of the most sophisticated computer equipment in the UK.
- The post holder also advises on security requirements for University Collections.
- The post-holder acts as an advisor to Accommodation Services.

## **10. Job Context and any other relevant information**

- University security is an ever changing entity both locally and nationally as universities are targets for small scale criminal activity and this institution has also been a target for professional criminals.
- The 'objective' in security terms is to be prepared and able to respond to security events as they occur and where possible plan for and take preventative action to remove or at least reduce the impact of that event and to enable a speedy recovery.