Head of Campus Safety

Reference: R210589

Salary: £51,799 to £60,022, per annum. Grade 10.

7.5% allowance for irregular hours work and on call responsibilities will be paid as well.

Contract Type: Continuing

Basis: Full Time

Job description

Job Purpose:

The post holder is responsible for the strategic and operational management and development of the Security Services function at Aston University.

The post-holder will support all activities necessary to enable the University to respond to a crisis and any resultant service interruption.

The post-holder will contribute to working groups across the University and provide assistance to Professional Services Managers who are responsible for Campus Development, Emergency Planning, Business Continuity and the PREVENT process.

Main duties and responsibilities

The postholder will:

► Act as a key link with external networks and agencies, gathering intelligence on security issues which are likely to affect the University, and provide support to University Senior Officers who participate in the Critical Incident Response Team.

► Develop, implement and review the Security Strategy to ensure the general Health and Safety of students, staff and visitors to the campus.

► Establish effective working relationships with Unite Student Residencies, the Director of Student and Academic services, the Students Union, the Health and Safety Department, and the Estates Department to ensure that the campus is both safe and friendly which is key to contributing to our student offer.

► To oversee the management of car parking and enforcement on campus and to maximise income generation from car parking on campus.

Security

► Demonstrate clear leadership of a team delivering 24/7 365 days a year operation ensuring it is an effective quality Security service fit for the Aston University.

► Produce and review the University security strategy, policy, operational guidelines and protocols, publishing amendments as required to keep these up to date and briefing the Security Operations manager and Team Leaders to advise of any change.

► Develop, produce and review the Service plan.

► Produce KPI's for the Security department.

► To carry out security audits of high-risk areas of campus.

- Respond directly to Emergency incidents on campus as required when requested by the 'on call Duty Manager' and advise direct line management of the progression of any emergency incidents.

- Oversee the management of security system contracts (Video Surveillance, Key lock systems, alarm systems, incident reporting software etc) and liaise with building and departmental managers on the management of access around the campus.

- Ensure that new security standards, technology and working methods are fully investigated and adopted to ensure that services remain economically efficient, customer focused and fit for purpose.

- In times of staff shortage to undertake the role of Security Operations Manager or Team Leader by slotting into the rota when required.

- Manage the performance of the Security Operations Manager, Team Leaders and the Reception Supervisor/Security Administrator.

- Prepare an annual report on Security matters for the Director of Sport, Security and Nursery services.

- Provide training for staff and students on crime prevention and personal safety issues.

- Manage and supervise the control of campus car parking. This includes the operation of the car park management system, the issue of permits to authorised users and accountability for all forms of income received.

- To control the authorisation of student parking permits on medical and welfare grounds.

- Planning & Strategy

- Provide specialist advice on security systems to project design teams.

Risk Analysis

- Analyse threats, provide advice and ensure procedures are in place to minimise the impact of security risks to the University's core business.

- Perform risk analyses for functional areas upon request to identify points of vulnerability, single points of failure and identify risk avoidance and mitigation strategies.

- Relationship Management

- To be proactive in building positive relationships and work closely with the Police and other security agencies to develop and implement strategies to prevent and/or reduce crime by encouraging co-operation and helping to create joint initiatives.

- ▶ Establish a network of contacts with relevant outside agencies to ensure full co-operation and support in an emergency and to stay abreast of all current risks that may affect the University.

- ▶ Work with other relevant Officers to compile and implement awareness campaigns and training programmes to ensure staff are kept up to date with plans, legislation and threat levels.

- ▶ Digital Systems Management

- ▶ To ensure that all Security digital and surveillance systems used in delivering the service are monitored, developed and reviewed to guarantee that they are fit for purpose and that data is accurately stored. Ensure that all staff operating these systems develop specialist knowledge of the system and relevant procedures.

Financial Management

- ▶ Achieve annual financial targets and manage the available budget to ensure the effective and efficient delivery of services. This will include:

- ▶ Establish priorities for spending and authorisation of expenditure within the available budgeted resources.

- ▶ Ensure the effective management of human and physical resources.

- ▶ Establish a secure methodology of financial management, so that expenditure is monitored in the appropriate budget headings.

- ▶ Monitor progress, forecasting the effects, and making changes as necessary.

- ▶ Review budgets annually and recommending funding movement.

- ▶ Ensure that the University's Financial Regulations are adhered to at all times.

- ▶ Manage existing contracts with suppliers to ensure service needs are being met and that individual suppliers represent good value for money.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	A degree, postgraduate or professional qualification in a relevant subject such as Security and Risk Management	Application form
Experience	Substantial, evidenced experience in the security or risk management field, or related areas such as Law enforcement, Security or Military services. Previous sound and extensive experience of leading and developing a team through periods of sustained and fundamental change. Experience in dealing with people diplomatically at all levels. Experience of coordinating the development, implementation and maintenance of a Service Continuity Management System in a complex environment. Experience of emergency planning and response. Experience of managing contracts and large budgets.	Application form and interview
Aptitude and skills	An understanding of, and sensitivity to, the ethos and requirement of a major academic institution. Ability to manage, lead, motivate and develop a large team, creating a good team atmosphere. Self-confident, articulate, and sensitive communicator, with ability to communicate with all levels of staff; give	Application form and interview

	Essential	Method of assessment
	presentations, chair meetings, communicate in difficult circumstances and stay calm in a crisis, write concise, reasoned reports for senior management. Good IT skills across the Microsoft Office suite Ability to think quickly and to problem solve Strong influencing and negotiating abilities matched to a strong customer focus Able to build effective networks externally and internally, using these to aid the achievement of strategic aims. Ability to create, control, and effectively supervise budget expenditure. Ability to work under pressure, with good personal organisation and time management. Ability to develop and drive the implementation of new strategy in conjunction with senior management.	Application form Interview Interview Application form and Interview
Training and Development	Data Protection Act 1998 and its relevance to security issues. Human Rights Act 1998 and its relevance to security issues. Police and Criminal Evidence Act 1984 and its relevance to security issues. Health & Safety (Workplace) Regulations 1992 and its relevance to security issues. Health & Safety at Work etc Act1974 and its relevance to security issues. Technical knowledge of security surveillance systems.	Application Form
Other	Must live within easy travelling distance of Aston University in order to respond to	Application form

	Essential	Method of assessment
	emergency incidents and participate in on-call rota when required. Enhanced DBS clearance.	

	Desirable	Method of assessment
Education and qualifications	Equalities Act 2010 and its relevance to security issues.	Application form and interview
Experience	Managerial experience in a similar role in a Higher Education institution.	Application form and interview

How to apply

You can apply for this role online via our website https://www2.aston.ac.uk/staff-public/hr/jobs.

Applications should be submitted by 23.59 on the advertised closing date.
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via jobs@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: Mike Kirkman
Job Title: Director of Sport, Security and Nursery Services
Email: kirkmanm@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:
Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website https://www2.aston.ac.uk/staff-public/hr for full details of our salary scales and benefits Aston University staff enjoy

Salary scales: https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index

Benefits: https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index

Working in Birmingham: https://www2.aston.ac.uk/birmingham

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:
Post-Brexit transition period / EU Settlement Scheme
The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage
https://www.gov.uk/settled-status-eu-citizens-families
Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website
https://www.gov.uk/browse/visas-immigration/work-visas. Before applying you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. If you require a visa to work in the UK the most common types of visa are:
Skilled Worker Visa
https://www.gov.uk/skilled-worker-visa

Global Talent Visa
If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:
- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.
https://www.gov.uk/global-talent

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at https://www2.aston.ac.uk/data-protection. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at https://www2.aston.ac.uk/staff-public/hr/policies

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