



<u>Job profile:</u>	Head of Security for Cathedral Estate
<u>Location:</u>	Westminster Cathedral complex, SW1
<u>Reporting to:</u>	Chief Operating Officer
<u>Key relationships:</u>	The Administrator, the Sub administrator, the Cathedral Estate Works Manager, the Director of Finance, the Cathedral Manager, The Cathedral Commercial Manager and the Director of Human Resources

Job Purpose:

- To manage and oversee the provision of security for the entire Westminster Cathedral estate.
- To advise the Cathedral Estate Management on all matters relating to security.
- Manage the Cathedral's Security department to ensure that the security of all staff, residents, and visitors as well as that of the Cathedral and the Cathedral Estate is safeguarded at all times.

Main areas of responsibilities

The duties and responsibilities below are to include the whole of the Westminster Cathedral Estate.

Security

1. Provide expert advice to the Cathedral Estate Management on all security matters including day to day operations and wider issues relating to national and international counter terrorism
2. Carry out the role of Chief Security Officer, including monitoring developments in the national security infrastructure and recommending action as appropriate.
3. In liaison with the Cathedral Estate Works Manager and the Cathedral Facilities Manager, advise the Administrator and Sub Administrator on the security arrangements required for special services and events, including planned closures of parts of the estate when required. Implement agreed security programmes and procedures.
4. To act as a link between the Cathedral estate, the police, and local authorities and manage the liaison with the police and other external security agencies
5. Lead on all security functions and action requirements as agreed by the Cathedral Estate Management.
6. Work closely with the Cathedral Manager on the security aspects arising from management of the Cathedral's normal routine.
7. Provide a duty officer from the security department to be present on the estate for the hours that the Cathedral is open (normally 06:30 – 19:00 seven days a week exceptionally longer at Easter and Christmas and for special events and Concerts) and for all events held after closure of the Cathedral until 10pm or as appropriate.
8. Manage the Intruder Alarm, Access Control and CCTV systems as appropriate including reviewing coverage and advising on appropriate extension and development.
9. Review security arrangements when contractors are present and agree with the Cathedral Estate Works manager appropriate control measures.
10. Monitor and review all incidents and investigate where necessary. Copy all incident reports to the Cathedral Estate Health & Safety Officer and advise of any issues which may impact on the Cathedral's and Diocesan insurance arrangements.
11. Carry out generic and specific risk assessments relating to the Cathedral estate safety and security and keep these under regular review.
12. Draft, co-ordinate and manage the Cathedral Estate's Disaster Recovery plan, to include crisis management, business continuity and the salvage of artefacts and valuable items, in conjunction with other Departments. Plan and carry out drills as required.

Leadership and Management

1. Proactively manage the security contract with our providers, ensuring that consistent, excellent service is provided and value for money is achieved.
2. Provide leadership and support for the Security Officers (Contractors) and the Volunteer Stewards.

3. Ensure that security staff receive adequate training and development and that complex staff and volunteers are provided with training on responding to emergencies including evacuation procedures.
4. Take responsibility for the departmental Risk Register.
5. Undertake the function of Accountable Person for Health and Safety within the Security Department.

General

1. Provide emergency cover for the Security Officers in the case of any unplanned absences.
2. Carry out any other tasks commensurate with the nature of the role as may be delegated.

<u>Person specification:</u>	Head of Security
<u>Contract Type:</u>	Permanent
<u>Salary:</u>	£35k per annum
<u>Hours of work:</u>	35 hours per week (usually 5 days per week on a rota basis to include evenings weekends and bank holidays). Part time considered.

Skills/Aptitudes/Knowledge:

1. Extensive knowledge of security, risk management issues services and systems within the public and private sectors
2. Excellent working knowledge of site security and public safety
3. Good working knowledge of health and safety legislation including the Regulatory Reform (Fire Safety) order 2005
4. Good working knowledge of Data Protection legislation as it relates to CCTV surveillance and the CCTV Code of Practice 2008 and hold an SIA CCTV (Public Space) Surveillance Licence
5. Proven management skills with the ability to lead, inspire and motivate others
6. Able to use influencing skills to achieve results in sensitive situations
7. Proactive and pragmatic approach to problem solving
8. Able to take decisive action when required, and with sensitivity
9. Able to prioritise work effectively and deal with unexpected issues as and when they occur
10. Excellent written and verbal communication skills

Experience:

1. Significant experience of security management including the management events involving large numbers of people and the general public
2. Experience of leading a team
3. Track record of developing and implementing practical solutions to complex problems

Personal Attributes

1. Understanding of and sympathy for the nature and work of Westminster Cathedral
2. Be aware of and sensitive to the issues relating to providing a security service within the ethos of a church environment
3. An understanding of, and sympathy with, the social and moral teachings of the Catholic Church

Circumstances:

1. Able to work evenings, weekends and bank holidays as required including significant liturgical services (special masses, ordinations) and the major liturgical events and masses at Christmas and Easter, as agreed with the Cathedral Administrator.

This Job Profile will be kept under review and may be amended by the Administrator and Sub Administrator from time to time. Any proposed changes will be discussed with the post-holder