



Job Title	Head of Security
Department / Parish / Agency	Westminster Cathedral Complex, SW1P 1QW
Reporting to	Chief Operating Officer
Cost Centre	ADM551100
Location / Address	Westminster Cathedral Complex
Management of	Security contractors & Receptionist Supervisor
Key relationships	The Dean, the Sub-Dean, the Cathedral Estate Works Manager, the Director of Finance, the Cathedral Manager, The Cathedral Commercial Manager and the Director of Human Resources
Contract type	Permanent
Hours of work	35 hours per week (usually 5 days per week on a rota basis)
Salary per annum	£59,469 per annum
Job reference number	791-ADM551100

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. Line manage the Curia Receptionist Supervisor
4. Provide leadership and support to the Curia Reception and Cleaning teams
5. 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.
6. Take responsibility for the departmental Risk Register.
7. 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.

Our Diocese Values

Catholic social teaching covers all spheres of life, whether this is economic, political, personal or spiritual. At the heart of Catholic social teaching are principles and the four ethical values of love, truthfulness, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools it would be out of step if we did not hold similar values.

We believe that for us to succeed we aspire to be person centered and place human dignity at our centre. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance & Love.**

Competence

We strive to achieve total competence in all that we do – as an employer and as the administrative support function to our parishes, agencies and schools we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those that we serve.

Reliability

Because our parishes, agencies and schools rely upon us to support them in the work that they do, we aspire to deliver with consistency excellence in service. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

Honesty

We will act with integrity, truthfulness and straightforwardness at all times. We will challenge when appropriate and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

Perseverance

We shall always demonstrate a steady persistence in every course of action – we will be tenacious disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenge. We shall be persistent in our pursuit of continuous improvement and excellence and will demonstrate determination, tenacity and integrity in everything that we do.

Love

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion – we will value each other and celebrate colleague's success; we will support, provide care and compassion for those who need it and be relied upon to be competent, reliable & honest.

Person specification:

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

Skills/competence requirements	Essential/ Desirable
Extensive knowledge of security, risk management issues services and systems within the public and private sectors	E
Excellent working knowledge of site security and public safety	E
Good working knowledge of health and safety legislation including the Regulatory Reform (Fire Safety) order 2005	E
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	E
Proven management skills with the ability to lead, inspire and motivate others	E
Able to use influencing skills to achieve results in sensitive situations	E
Proactive and pragmatic approach to problem solving	E
Able to take decisive action when required, and with sensitivity	E
Able to prioritise work effectively and deal with unexpected issues as and when they occur	E
Excellent written and verbal communication skills	E
Experience	
Significant experience of security management including the management events involving large numbers of people and the general public	E
Experience of leading a team	E
Track record of developing and implementing practical solutions to complex problems	E
Personal Attributes	
Understanding of and sympathy for the nature and work of Westminster Cathedral	D
Be aware of and sensitive to the issues relating to providing a security service within the ethos of a church environment	E
An understanding of, and sympathy with, the social and moral teachings of the Catholic Church	D
Other	
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.	E

Please note that 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.