

## JOB DESCRIPTION

<b>Job title</b>	Security Operations Manager		
<b>Department</b>	Security		
<b>Reports to</b>	Departmental Security Officer		
<b>Band</b>	F	<b>Salary</b>	£30,610 - £45,030 plus excellent benefits
<b>Job purpose</b>			
<p>The National Archives Security Department has responsibility for the effective management of all aspects of physical security of the building and grounds and the protection of The National Archives assets against loss or damage.</p> <p>You will be responsible for the efficient and effective management of all aspects of physical security of the The National Archives estate at Kew on a 24 hours x 7 days basis. You will also provide a professional interface with the public, ensuring that the necessary protections are in place for the Reading Rooms and that The National Archives core business is properly and appropriately secured against threat.</p> <p>You will have overall responsibility for circa 36 security staff and direct line management of 5 Duty Security Managers. You must also provide assurances to the Departmental Security Officer (DSO) of the integrity of the corporate security systems and procedures in accordance with overall government and business requirements. The Security Operations Manager must be fully committed to supporting the core business objectives of The National Archives, whilst obtaining best value for money for the organization. You will ensure that the security function fully meets this requirement.</p>			
<b>Role and responsibilities</b>			
<b>Management</b>			
<p>To manage and provide effective leadership to the security team and ensure that:</p> <ul style="list-style-type: none"> <li>• Resources are appropriately and efficiently allocated to key areas of work and that priorities are always covered adequately</li> <li>• All physical security to all on site customers is delivered within The National Archives corporate security policy</li> <li>• Budgets are properly controlled and managed, to achieve best value for money.</li> <li>• All training needs are identified and processed promptly and are undertaken at the appropriate time</li> <li>• Performance Agreements, interim and main reviews are undertaken within the set timescale</li> <li>• All requests for annual and flexi leave are managed and controlled, ensuring that there is adequate cover to maintain services at all times</li> <li>• Performance and attendance issues are addressed at the correct time, in accordance with The National Archives policies and procedures</li> <li>• To maintain the Security Operations Manual up to date for use by all on site security personnel to cover duties, individual instructions for each post; attendance; use of security equipment; dress standard; training etc.</li> </ul>			

- To devise rosters appropriate for the requirement to take account of separate building and reading room security duties, and to liaise with Personnel as appropriate re implementation
- To assist the DSO in implementing security as a core business function to be adopted by the whole office, keeping physical security measures under constant review to ensure they are adequate to meet current threats to business, evaluate changes, showing advantages and disadvantages, costs etc and present to the DSO
- Initiate all National Vetting security clearances and maintain appropriate records.
- Assisting the DSO in undertaking various tasks in accordance with the 'Mandatory Requirements' of the Security Policy Framework Document , including undertaking; security surveys, security risk assessments, drafting relevant policies and procedures and compiling security reports.
- Represent security on any relevant project workgroups and project boards

### **Budget**

- Assist the DSO in drawing up the annual security departmental budget and participate in the Financial Services monthly/quarterly reviews on budget performance.
- Effectively manage and control the security budget and provide accurate information to the DSO when required
- Prepare business cases in support of large expenditure when required

### **Security Breaches/Investigations**

- Act as focal point for any investigations involving security; to prepare reports and note follow up action.
- Report any significant security breaches to the DSO and Director Operations and Services; undertake full investigation; recommend course of action in consultation with DSO

### **Disaster Recovery**

- Participate in the role of Incident Manager during any incidents and emergencies.
- Ensure that all business recovery/contingency plans and/or procedures held within the security control rooms are always kept up to date
- Be on call on a 24 hours x 7 days basis for any emergencies occurring at The National Archives
- Undertake the security lead role in the Major Incident Team.

### **Training**

- Ensure that the appropriate level of training is provided for all security staff on disasters; fire and bomb procedures; use of technical equipment and routine security duties. Ensure that knowledge is tested several times per year
- Maintain the security team training plans up to date for all security staff and to test their knowledge of procedures regularly

### **Person specification**

Essential:

- Security professional with a proven management experience within the security industry, the public sector or armed services

- Enthusiastic and committed approach with a track record of building strong, trusted base relationships with colleagues and stakeholders at all levels
- A sound working knowledge of security best practice and legislation affecting the security role
- Strong management and leadership skills together with excellent communication, influencing, negotiating and engagement skills
- Basic IT skills with a working knowledge of the range of MS Office packages and knowledge of electronic security systems.
- Sound judgement and decision making skills, with a 'hands on', problem solving approach, able to remain calm under pressure and take control of incidents
- Experience of writing procedures, drafting reports, preparing business cases and compiling and adjusting duty rosters to meet shortfalls in staffing levels
- Ability to work as part of a team, as well as independently

Desirable:

- Recognized security qualification
- Familiarity with public services practices
- Knowledge of the Cabinet Office Security Policy Framework Document Mandatory Requirements
- The post holder will have access to highly confidential and sensitive data. Therefore, it is desirable that you hold a valid SC level security clearance. Alternative arrangements can be made via Human Resources to obtain security clearance upon appointment.

**Health and Safety Risk Assessment**

Normal Office Environment

Location	Kew, West London
<b>Working arrangement</b>	Full-time, Permanent. On call for emergency situations 24 hours x 7 days per week.
<b>Starting salary</b>	£30,610-£45,030 plus generous benefits package, including pension, childcare vouchers, sports and social club facilities, onsite gym, subsidised staff restaurant and opportunities for training and development.
<b>How to apply</b>	Please complete an <a href="#">applicant details form</a> and email it along with a comprehensive CV and a Supporting Statement that fully addresses the job requirements in the person specification, to <a href="mailto:careers@nationalarchives.gov.uk">careers@nationalarchives.gov.uk</a> .  Please quote reference number <b>1485</b> in the subject line.
<b>Supporting statement</b>	Please explain how you meet each point in the person specification. You may draw on knowledge, skills, abilities, experience gained from paid work, domestic responsibilities, education, leisure interests and voluntary activities. Please note selection for interview will largely be based on the information you provide in this section.

	Please write on separate sheets, but remember to put your name and post applied for on each sheet.
<b>For further information</b>	Please contact the Recruitment Team on 020 8392 5203.
<b>Nationality rules</b>	Applicants must be British or Commonwealth citizens with the right to live and work in the UK, or nationals of states of the European Union.
<b>Closing date</b>	Monday 22 <sup>nd</sup> November 2010 at midday
<b>Interviews</b>	Friday 3 <sup>rd</sup> December 2010