

Head of Security

Candidate Information Pack



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Introduction

Thank you for your interest in the role of Head of Security at he University of Westminster.

This is an exceptional opportunity to lead the development and delivery of a modern, risk-based security strategy across one of London’s most diverse and high-profile university estates. With more than 19,000 students across multiple campuses, the University is committed to creating an environment that is safe, secure and welcoming for all members of its community. The Head of Security will provide strategic leadership on all aspects of security, resilience and threat management, ensuring the University continues to meet evolving legislative requirements while embedding best practice across the organisation.

This is a highly influential role operating at senior leadership level. The successful candidate will lead the development and implementation of the University’s security management framework, oversee a significant outsourced security contract, and act as the University’s principal advisor on security matters. The role requires a proactive and intelligence-led approach, encompassing risk assessment, emergency preparedness, major events, critical incident management and stakeholder engagement.

The University of Westminster

The University of Westminster is one of London's most distinctive universities, with a vibrant and diverse learning environment in the heart of the capital. The University describes itself as a global university with London energy and offers a broad range of undergraduate, postgraduate, apprenticeship, research degree and short course opportunities.

With a track record of research and teaching achievements spanning more than 175 years, the University offers a stimulating and rewarding environment for students and colleagues alike. Its work is shaped by innovation, creativity, research and practice, and it is committed to creating an inclusive, equitable and supportive learning and working environment based on mutual respect and trust.

The University has four campuses across London, including three based in London's West End and one in Harrow. These locations provide a rich and varied estate, supporting teaching, research, professional services, student life, public engagement and a wide range of specialist academic and operational activities.

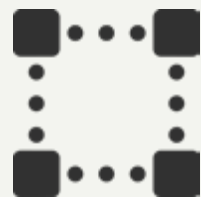
The University has also been recognised for its student support, being ranked number one in London for Student Support in the Whatuni Student Choice Awards 2026.



The Estate Portfolio and Campus Locations

The University of Westminster is responsible for a substantial and diverse estate portfolio extending to approximately 166,000 square metres of academic, residential and operational accommodation across four principal campuses and more than 30 buildings throughout London.

The estate supports a vibrant community of students, colleagues, visitors and commercial users, encompassing teaching and learning environments, specialist facilities, student accommodation, office space, public-facing buildings and supporting infrastructure.



Estate Size

Approximately 166,000 sqm
of academic and residential
space.



Portfolio

Four main campuses
and 30+ buildings across
London.



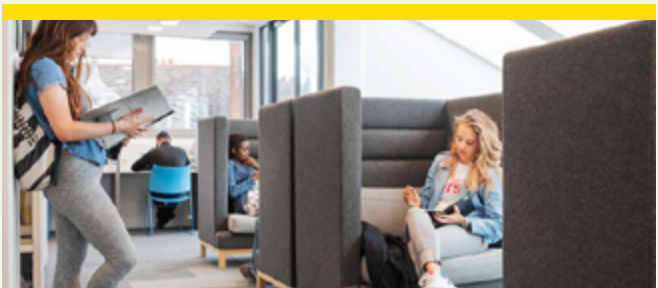
The campus locations create a distinctive operational mix. The central London estate operates in dense, high-footfall locations, while Harrow provides a campus-type environment in North West London.



Cavendish Campus



Harrow Campus



Marylebone Campus



Regent Campus



The role will therefore appeal to candidates who enjoy the complexity of a mixed-age, multi-building estate and who can operate effectively across academic, professional services, residential, public-facing and operational settings. The portfolio provides both technical challenge and the opportunity to make a visible contribution to the experience of students, colleagues and visitors.

The Estates Team

The Estates Planning and Services Directorate plays a central role in supporting the University's academic mission, student experience and day-to-day operational effectiveness. Its work spans business management and sustainability, capital development, estates services and timetabling, bringing together a broad range of functions that enable the University's buildings, spaces, services and infrastructure to operate effectively.

The Estates Services team works across a wide range of operational functions to ensure University buildings are safe, secure, compliant and able to meet the teaching and learning aspirations of the institution. The team manages outsourced contracts across security, cleaning, catering and maintenance, as well as reception and facilities assistant services that support activity across the University's campuses.

Investment in the estate is a key priority for the University, both to maintain the quality of teaching environments and to ensure facilities continue to support students, colleagues and visitors effectively. The Capital Development function is responsible for refurbishment and development projects across the estate, as well as space planning to ensure that space is used effectively.



The Role

Job title Head of Security

Reports to: Director of Estates, Planning and Services

Grade: L1

Purpose

This post is a critical senior strategic planning position focused on creating and delivering a safe, secure, and welcoming campus and culture for students, colleagues, and visitors to the University of Westminster.

The post holder will lead, develop and manage a risk-based university security plan, taking an outside approach and considering the risks to people, property, and possessions. They will be the single point of contact for internal specialist roles supporting the safety, health and wellbeing of the students, colleagues, and visitors and lead the development and implementation of a risk-based security management plan.



Principal Accountabilities

- Lead, develop and manage a university security safety strategy, providing a single security management plan for all university security arrangements. The role will be a single point of contact for internal stakeholders contributing to managing security and safety. This will include chairing a university-wide working group comprising key internal stakeholders and outsourced security and guarding services. The role will also ensure compliance with the Terrorism (Protection of Premises) Act 2025 (Protect Duty) and provide advice and support to the University community to comply with the law.
- Lead, develop, implement and continuously improve the University's security and safety management system, including policies, procedures, guidance and assurance processes, ensuring compliance with all relevant legal, regulatory and statutory requirements, including the Protect Duty. Establish and lead a network of key contacts to monitor, test, review and embed effective security practices across all University locations, fostering a positive culture of safety, security and incident reporting. Provide expert advice on security risks, infrastructure investment and maintenance requirements, including access control, CCTV, mass communication tools/safety applications, intruder alarms and related systems, to ensure proportionate, effective and compliant security arrangements.
- Manage the university's outsourced security contract and budget, taking an overview of the deployment of staffing resources and competency to deliver the agreed provisions of the security management plan. They will provide a professional leadership role model for colleagues involved in security activities and cover arrangements. To develop, monitor and report against manned guarding KPIs to support ongoing contract improvements, reassurance monitoring and ensure the contract offers good value for money. Where applicable advise as to the best

use of technology to maximise contract delivery, support the security and safety goals, during day to day operations and critical incident management.

- Lead, in partnership with Digital and Technology Services, the convergence of physical and cyber security, ensuring that networked security infrastructure – including CCTV, access control, intruder alarms, mass-communication and safety applications is specified, procured, configured and maintained as managed operational technology assets with appropriate cyber resilience. Advise on the security implications of connected building systems across the estate, ensure security technology procurement reflects current cyber-security standards and supply-chain risk, and work with DTS to embed these systems within the University's wider information-security and incident-response arrangements.
- The post holder will advise on training needs and will lead on the development of awareness programmes on security and crime, supporting campaigns on wider safety and security management. The role will work closely with various stakeholders including student and academic support, student union and the university's Organisational Development team to develop and promote a cultural change around security and safety.
- Lead the development and application of the University's security risk and threat management framework, providing specialist security advice and guidance to support the University Incident Management and Emergency Response Plan (IMERP). Undertake and oversee security risk assessments in accordance with University procedures and protocols, maintaining accurate records, evaluating emerging threats and risks, including those relating to geopolitics that may impact the higher education environment. Making appropriate recommendations to senior management to strengthen organisational resilience, preparedness and response arrangements.
- Provide specialist risk assessment-



based security advice and guidance to the Estates and consultant teams in designing and developing capital investment projects focused on the built environment and operational management requirements. To support the strategic aim of creating a safe and welcoming environment for all students, colleagues, and visitors framed by the Secure by Design principles and NPSA Secure By Design process.

- Lead and advise on a risk-assessment-based approach to all security aspects connected to internal and external event bookings and speakers, VIP visits, and hire of venue terms and conditions during the planning stage and actual events to ensure that all visits and events are safe and secure and compliance with relevant safety legislation and sector best practice. As required provide advice relating to international travel with the University Community.
- To advise senior management on confidential or sensitive matters where appropriate and act as a conduit between the University and the police at all levels to expedite solutions to demanding situations, receiving, and dealing with any information that has a security dimension confidentially. To act as the lead contact with the Information Compliance team on matters relating to security and policing. As required to investigate and report on security and crime incidents.
- Lead a structured programme of testing and exercising of the University's security and emergency-response arrangements, including tabletops and live exercises, debriefs and lessons-learned reviews, in partnership with appropriate department and team leads. To validate and continuously improve the security management plan and IMERP in line with enhanced tier expectations. Work closely with the Associate Director Safeguarding and Prevent (Prevent Lead) to ensure security arrangements support the University's Prevent duty, including

in relation to external speakers, events and emerging risk, and that intelligence, escalation and referral pathways between the two functions are clear and effective.

- Lead, develop and manage a security intelligence process that identifies, assesses and disseminates information on emerging threats, vulnerabilities and risks. Provide timely advice to relevant university colleagues and groups, ensuring intelligence is translated into security awareness, operational plans and proportionate risk mitigation measures for security teams in line with University risk management procedures and protocols. The post holder will promote crime reduction initiatives; analyse incident and intelligence data to identify trends and emerging risks; produce reports and briefings for senior managers; maintain knowledge of current security legislation, standards and best practice; and recommend improvements to security strategies, procedures and controls that support the University's operational, compliance and strategic objectives.
- When appropriate or as required to represent the University at meetings with local Police at the Silver and Gold level (the tactical and strategic decision-making process) and local security network groups, for example, the Baker Street Security Operations Group as well as national networks such as AUCSO and utilise these networks to obtain sector best practice. As required to advise local Police and security contractors on all matters relating to university security and sensitive matters where appropriate. Maintain appropriate relationships with local emergency services relating to university security management ensuring mutually interoperable systems and introducing changes where necessary.
- Undertake any other duties within their competence as required by the University Secretary and Chief Operating Officer or Director of Estates, Planning & Services.

Context

The role has been developed to respond to risks and threats in a rapidly changing internal and external environment to ensure the university keeps pace with Government requirements. The main emphasis of this role will be to the expert advisor, providing specialist security knowledge and advice to the University Executive Board and the Designated Senior Individual (the senior officer appointed by the University's governing body, as the Responsible Person, under the Terrorism (Protection of Premises) Act 2025). The post holder will also provide advice to the teams managing the Incident Response, Management policy and processes, frontline teams in Estates, and those teams involved in crisis communications.

The post holder will take responsibility for developing, implementing, monitoring, and reporting on a university security and student safety strategy and management system, working collaboratively with a broad spectrum of external agencies and stakeholders, delivering strategic leadership on the security agenda while ensuring sound operational plans are established, monitored, and reported.

The UK's new legislation in relation to security means that this role must have the required competency to deliver all aspects of the Protection of Premises Act that will meet any SIA regulatory requirements if audited.

Dimensions

This senior role will be part of the senior leadership team within Estates, Planning & Services, explicitly leading on security matters for the wider University. The University has four main campuses across west London: Regents Street, New Cavendish Street, Marylebone Road, and Harrow. We have over 165,000 m2 of space, including teaching, office, student residential, social, sports space and office space.

The buildings are primarily used for teaching over 19,000 students and residential accommodation for circa 1200 students. There is considerable development in using the buildings for non-teaching activities, including events, exams, conferencing, summer school student and academic social events. The university is experiencing growth in introducing more external speakers and public-facing events.

The post is expected to significantly impact the development and implementation of a safer university for all our students, colleagues, and visitors.

The role will be critical in leading the development of robust IMERP management processes, applying changes brought about by our response to Protect Duty, and supporting the creation of a clear set of operational procedures, roles, and responsibilities.

The role will represent the university on the local and national stage, playing a leadership role in the regional areas of London that are associated with university security activities.

Direct Reports:

- The post holder will have no line management responsibilities but will be responsible for the quality of service provided by the partner security contractor colleagues on all campuses.
- This role will be responsible for ensuring compliance with relevant security legislation, having a governance function to direct work of the senior leaders within the organisation. Consequently, this role will be required to develop strong working relationships with several key stakeholders listed below.

Budget:

- The post holder will be responsible for the security contract (current spend £3.1m (figure of 2024-25))

Key internal relationships:

- University Executive Board including Vice Chancellor and COO
- Estates department including Campus and Capital development teams
- PCW department including Organisational

Development and Safety, Health and Wellbeing

- Student and Academic Support department
- Communications department
- Finance department including procurement and commercial team
- Digital and Technology Services (DTS) department
- Governance department including Risk and Resilience, Information Compliance
- College teams including Heads of School, Director of College Operations
- Students Union
- Event managers and event coordinators across the whole university
- Security Contract Manager and company personnel as appropriate
- Associate Director Safeguarding and Prevent (Prevent Lead)

Key external relationships:

- Peer role holders from other competitor and non-competitor Universities
- Selected external professional network partners, e.g. AUCSO (Association of University Chief Security Officers)
- External agencies involved in local, regional, and national security management.



Person Specification

Qualifications

Essential:

- A degree, equivalent qualification or equivalent extensive experience demonstrating appropriate knowledge and expertise in a professional security field.
- Membership in a relevant professional body such as the Security Institute, Worshipful Company of Security Professionals, Institute of Strategic Risk Management (ISRM) etc
- A demonstrable personal profile of continuous professional development.
- Awareness of cyber/physical security and the convergence of applicable systems for CCTV, Access control, mass communications and the application of these to enhanced tier requirements.

Desirable:

- Professional qualifications demonstrating expertise across both cyber and physical security management.

Training and Experience

- Extensive experience working in a security leadership role in a related or associated sector e.g., higher education, public sector agency, and private security capacity in a public sector environment.
- Recent successful operational and strategic management experience of security and crime reduction work with an understanding of CPTED principles
- Experience planning and managing risk/threat assessments and security for VIP visits and high-profile events.
- Demonstrable evidence of contributing

to the development of policy in security and adapting to changing priorities.

- Considerable experience managing risk and security operations, including developing security risk assessments, planning and organisation.
- Demonstrable knowledge of security and other related legislation and good practice, e.g. Terrorism Protection of premises act 2025, Data Protection, CCTV operations compliance (all SIA related legislation) Secure by Design Standards etc.
- Demonstrable relevant technical knowledge of security systems and general IT packages, including CCTV, access control, alarm monitoring etc
- Experience in the procurement of security services including the development of specification and tendering services, demonstrating a sound security operational understanding in the delivery of complex, high value security contracts.
- Experience in confidential working and maintaining confidentiality, as and when required
- Manage budgets, understand financial management, and produce budget forecasts.

Desirable

- An appreciation of the security management needs of an academic institution would be desirable.
- Experience of developing and maintaining Business Continuity plans/ Emergency Response plans including developing dynamic risk assessments in response to an emergency or when a

rapid response is required

- Experience of dealing with large crowds and dynamic footfall

Aptitudes and Abilities

- High level communication skills which give the ability to develop effective working relationships, work across all levels, facilitate discussions with individuals and groups.
- Ability to lead and manage high quality, integrated, responsive and cost effective services, both directly and through partnerships where appropriate.
- A customer-centric approach and the ability to apply this in personal working practices and those of team members.
- Ability to work collaboratively and to identify customer needs and manage expectations during decision making.

Personal Attributes

- Effective communication and interpersonal skills including the ability to communicate a clear vision to various stakeholders, influencing, motivating and negotiating at all levels.
- Ability to establish and maintain effective working relationships and to liaise with other professionals within and outside the University including Business Improvement Districts (BIDs). BIDs, Police partnerships, Neighbourhood Safety Partnerships, NPSA etc
- Ability to recognise the importance of customer service, including the welfare of students, colleagues, and visitors
- Good presentation skills, with the ability to chair meetings and deliver security-related training across all areas of the University

- Confidently challenge, as required, present views and practices of others (regardless of position) to positively influence outcomes in security management.
- Investigate all incidents or alleged crimes fairly, objectively, and professionally, seeking redress from those who commit security incidents.

Personal Attributes

- Willingness to provide appropriate challenges to the status quo when needed
- Flexible and adaptable
- Resilient
- Persuasive and empathetic
- Tactful and diplomatic
- Patient and persistent
- Self-confident
- Self-motivated and enthusiastic
- Efficient and reliable

Others

- Willingness to work flexibly to support operational requirements, critical incidents, major events and business continuity needs, including occasional extended hours.
- Willingness to travel to attend professional development activities, sector forums, conferences and meetings, which may occasionally require overnight stays.
- Commitment to fostering a safe, inclusive and supportive higher education environment that enables learning, teaching, research and collaboration, promotes equality, diversity and inclusion, and is founded on mutual respect, professionalism and trust, where harassment, sexual misconduct, victimisation, bullying and discrimination are not tolerated.

Working at the University

The University of Westminster offers a range of wellbeing and work-life balance benefits designed to recognise and reward the contribution of colleagues.



Annual Leave

35 days per year, pro-rata for part-time colleagues, plus statutory bank holidays and University closure days, generally over the Christmas period.



Pension

Access to an occupational pension scheme from the start of employment, including Local Government Pension Scheme arrangements for Professional Services colleagues.



Pay Progression

For grades on nationally negotiated salary scales, annual incremental progression normally applies until the top of grade is reached, with cost of living increases reviewed annually.



Working Week and Flexibility

A notional 35-hour working week, with arrangements agreed locally. Smart Working may apply where adopted by teams and supported by operational need.



Development

Professional development through workshops, short courses, certifications, apprenticeships, management and leadership development, and annual Professional Development Review conversations.



Wellbeing

Employee Assistance Programme, Occupational Health, one-to-one counselling, virtual medical care, workplace mediation, wellbeing resources, coaching and mentoring opportunities, colleague networks, and Report and Support.



Other Benefits

Free access to University gyms and exercise classes, cycle to work scheme, eye-care vouchers, season ticket loan and Give As You Earn.

The University is also committed to supporting colleagues in their professional development and wellbeing. Its benefits package and wider colleague offer are designed to provide a supportive working environment, while recognising the contribution colleagues make to the University's success and growth.



Application Process

Applications should consist of a CV and supporting statement and should be sent to Rob Cullum at MRG. Connor can also be contacted for a confidential discussion about the opportunity.

Email: rob.cullum@mrsglobal.com

The closing date for applications is 4 October 2026. Interviews are scheduled for the week commencing 19 October 2026.

