

Security and Protection Specialist

Grade 10

About the Service

The Staffordshire Health, Safety and Wellbeing Service is a dynamic team of professionals specialising in health and safety, fire safety, and occupational health. We provide responsive, supportive advice, guidance, and training to council services, schools, and academies as part of our traded offer. Our team is innovative, creative, and motivated, continually striving to develop health and safety standards across our organisation.

About the Role

As a security and protection premises specialist you will be responsible for the tactical and operational management of security arrangements at public events involving elected members. The role will also have a particular focus on managing the implementation of the Terrorism Protection of Premises Act across all council premises and activities. The role will provide expert guidance on security controls to property teams and premises managers, collaborate closely with health and safety colleagues, establish the council's security strategy, and procedures to prevent impact of terrorism and other security risks to ensure the effective protection of public services. The postholder will serve as the primary liaison with local police and relevant authorities, and will develop, implement, and review security testing and audit procedures throughout the organisation.

Reporting Relationships

Responsible to: Head of Health, Safety & Wellbeing

Responsible for: N/A

Key Accountabilities:

1. **Event Security Management:** Responsible for security planning and operations for public events/meetings involving elected members, ensuring comprehensive security protocols, risk assessments and effective mitigation measures are in place. Ensuring effective liaison and communication with Member and Democratic Services and Elected Members.
2. **Management of Public Access Meetings:** To be present during any public council meeting, or any meeting identified as being high risk, to ensure that security protocols and risk assessments are implemented and adhered to. To flag any immediate and significant concerns to their line manager for escalation to Health and Safety, Member and Democratic Services and the Property Team.
3. **Liaison with Elected Members:** Responsible for liaising and influencing Members, as nominated by the respective Leaders of any political party, and with any Independent Members, to ensure that they are effectively briefed, they understand security protocols any relevant information is considered and updated into the security protocols and risk assessment
4. **Terrorism (Protection of Premises) Act 2025, also known as Martyn's Law, Implementation:** Lead the council's efforts to ensure compliance, providing practical support and guidance to ensure legal and best practice requirements are consistently met. Providing advice relating to other emergency procedures that support security management.
5. **Recording and Investigation of Security Incidents:** Accountable for ensuring that security incidents are adequately recorded and investigated inline with council management arrangements to ensure that learning is taken forward.
6. **Security Controls Advice:** Advise and influence property teams and premises managers on the selection, implementation, and ongoing evaluation of physical and procedural security controls.
7. **Security Contracts:** Provide technical support and advice in the appointment of security providers and be responsible for the monitor of security performance by such

contracted providers for the public events/meetings involving elected members.

8. **Collaboration:** Accountable for working in partnership with Health, Safety and Wellbeing Service ensure integrated approaches to risk management and incident response.
9. **Security Protocol Setting:** Responsible for the development, communication, and periodic review of security protocols, ensuring alignment with organisational objectives and statutory obligations.
10. **Public Service Support:** Provide expert advice and support to all council services regarding security risks, threat mitigation, and incident management.
11. **Liaison with Authorities:** Establish and maintain effective working relationships with police, emergency services, and other relevant authorities to facilitate coordinated responses to security threats and incidents.
12. **Security Testing and Audits:** Responsible for the development, implementation, and monitoring of regular security testing procedures and audit arrangements, ensuring continuous improvement and compliance across all council operations.

Person Specification

Qualifications/Professional membership

- Level 4 Diploma in Security Risk Management or equivalent (such as Security Management Level 4 Award or Level 5 Diploma in Crowd Safety Management etc) or equivalent experience.
- Terrorism Risk Management Qualifications, such as ACT Awareness / ACT Security (NaCTSO).
- Protect Duty (Martyn's Law) specific training/other relevant training or willingness to undertake.
- Event Security or Crowd Safety Qualification, such as IOSH Crowd Safety courses or willingness to undertake.

Knowledge and Experience

- Demonstrable experience working in operational policing or protective services
- Extensive knowledge of security risk management, including threat identification, mitigation planning, control implementation.
- Demonstrable experience conducting or supporting security testing, audits and assurance processes.
- Experience in public-event or crowd-related security environments, with understanding of venue security, control room operations, event risk assessments, and protective measures for VIPs
- Understanding of organisational security governance, including policy implementation, compliance monitoring, reporting, and integration of security measures with wider Health, Safety & Wellbeing frameworks.
- Working knowledge of terrorism protection measures.

Skills

- Effective written and verbal communication skills
- Effective interpersonal skills with the ability to build effective working relationships.
- Effective influencing and persuasion skills with aim of changing behaviour and response to situations.
- ICT skills with the ability to use Microsoft 365
- Effective organisational and planning skills
- Personal integrity, professionalism, and discretion when handling sensitive information.
- Effective problem-solving skills and the ability to remain calm under pressure.
- Confident decision-maker, able to operate independently and as part of a team.



- Proactive approach to emerging security threats and industry developments.
- Commitment to continuous professional development and upholding the highest standards of public service

This post is designated as a casual car user.

The content of this Job Description and Person Specification will be reviewed on a regular basis.