

## JOB DESCRIPTION

<b>Job Title:</b> Programme Security Assurance Delivery Manager	<b>Location:</b> CTPSE
<b>Job Family:</b> Business Support	<b>Role Profile Title:</b> BB4 Police Staff
<b>Reports To:</b> Programme Security Assurance Lead	<b>Band level:</b> 4J
<b>Staff Responsibilities (direct line management of):</b> Nil	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

**The overall purpose of the role is to:** deliver security and compliance activities on site for a construction programme, drive delivery of business transition and management of risks and issues. Manage and build relationships with private industry suppliers.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspects of the role for which the job holder is responsible for results or outcomes.

**The key result areas in the role are as follows:**

1. Support the Programme Security Assurance Lead in working alongside private sector Design Consultants to ensure the security aspects of the construction, including the boundary, grounds and buildings, are appropriate to Programme needs and will meet the security standards required for accreditation. This requires the developing and maintaining of relationships across private industry and public sector.

2. Ensure compliance with procedural and contractual agreements related to the Security Aspects of the programme throughout the construction. This will be achieved by working closely with the constructor through assurance processes and witnessing security elements of the construction taking place.

3. Work with the Programme Security Assurance Lead and wider Programme team to ensure that the requirements of business transition within specified work streams are met, including the embedding of all client polices, standards and processes.

4. Provide visibility and a point of contact to the contractor for security related matters on site. This will require a significant amount of time working on site.

5. Support the Programme Security Assurance Lead in ensuring that the build phase of the construction is managed in line with business security expectations. This includes working with the private industry suppliers to assure ways of working, provide support to the contractor in managing security incidents.

6. Remain engaged with the wider security environment stakeholders to ensure that the Programme is well represented in the wider environment and has access to the most up to date thinking for the topic.

c. **DIMENSIONS:** Include matters such as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources.

<b>Further Comments:</b>
This is a high-profile role within a complex construction programme, managing a complex subject matter in a matrix management organisation.
The post-holder will be expected to respectfully and appropriately challenge others when non-compliance issues are identified. This will require tact and diplomacy, whilst ensuring the Programme and client requirements are met.
The post-holder will need to be cognisant of the importance of balancing security issues with programme constraints including both time and money. The post-holder must be a pragmatist.

d. **CHARACTERISTICS OF THE ROLE**

**Expertise:** Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<b>The knowledge or skills required in the role are as follows (essential or desirable):</b>	<b>E/D</b>
1. Understanding and experience of working in an Assurance and Compliance environment, preferably in Security.	E
2. Understanding of security regulation and accreditation in a Counter Terrorism (CT) environment.	E
3. Experience of working in a secure policing environment, preferably with a good knowledge of NPSA standards (National Protective Security Authority, previously CPNI), ideally with relevant qualifications.	E
4. Excellent communication skills, both written and verbal. Able to articulate specialist security information in simple terms, to the constructor where issues occur.	E
5. Experience of building and maintaining relationships with both private sector and public sector stakeholders.	E
6. Experience of business transition in a Programme environment.	D
7. Experience of working with UKNACE, the UK's national authority in protecting technical security.	D