

Job Description



Job Title	Strategic Security Director and Counter Terrorism Advisor
Department	Town Clerks Department
Grade	H
Location	Guildhall
Responsible to	Assistant Town Clerk
Responsible for	N/A

Purpose of Post

To provide direction, oversight, ownership and co-ordination in the delivery of a modern and effective security framework and culture across the City of London Corporation's estate in order to counter enduring threats in London and the UK identifying key threats and issues in relation to security and counter terrorism including protective buildings, people and cyber threats.

To lead on the development and implementation of a five year Security Strategy which establishes a Corporate wide security structure and will embed an enhanced and resilient culture within the Corporation underpinned by the 4Ps from National Policing Strategy (Protect, Prepare, Prevent and Pursue) and to be responsible for the ongoing delivery of the strategy.

To provide direction and expert guidance to departments including Chief Officers providing specialist advice on key risk areas within departments in relation to security and how to address these including practical aspects such as appropriate standards of training, appropriate levels of resourcing and specialist security equipment.

To be the strategic liaison officer between City of London Corporation and City of London Police, relating to Security and Counter-Terrorism issues.

Main Duties and Responsibilities

1. To provide strategic direction and advice to the Town Clerk, Assistant Town Clerk, Security Board, all City of London departments and Committees on security matters and to develop and implement with departments an initial five-year strategic plan aligned and embedded to the City of London Corporation's vision and corporate plan that provides clear direction on security of the City Corporation's people and estate ensuring compliance and industry best practice are implemented.
2. To act as the City of London Corporation's security ambassador in advising external partners and stakeholders, developing key working relationships across the business and financial sector and manage responses to Member and Public Enquiries in relation to security issues.
3. To represent the Town Clerk and Assistant Town Clerk in external and internal meetings as a Subject Matter Expert and Senior Leader in relation to security matters.
4. To provide guidance and advice on and oversee delivery of protective building enhancements across the Corporation of London estate, to include the AECOM £10-15m security project.
5. To work in partnership with the City Surveyor and other relevant departments to develop capacity and capability within existing resources, ensuring the appropriate levels of security are in place at key locations within the City of London Corporation's estate as guided by the overall corporate security strategy.
6. To develop and direct departments on people strategies that align with the overall principles of security to ensure appropriate professionalisation, training and recognition for industry professionals within the City of London Corporation are in place and to ensure retention of key skills and resources.
7. To undertake regular audits to ensure compliance with the overall Corporate Security Strategy and to provide direction to Chief Officers in relation to improvement in standards where appropriate.
8. To attend the bi-weekly police Security Review Council and in extremis the Emergency Security Review Council, ensuring appropriate briefings to the Town Clerk and Chief Officers and reviewing the City of London Corporation's security plan and tactical options based on threat and risk.
9. To work in partnership with the City of London Police and other forces or relevant agencies in developing tactical and operational plans that are fit for purpose and for the future, to ensure optimum protection at all times of the City of London Corporation's estate, intellectual property and people.
10. To set meeting schedules and agendas for and provide strategic advice, challenge and updates to the Strategic Security Board (chaired by the Town Clerk), and provide professional advice and guidance to the Tactical Security Advisory Board (chaired by the City Surveyor's department), ensuring that the Town Clerk is appraised of all security risks.

11. To liaise closely with the NPCC Leads within the City of London Police, in order to ensure that consideration is given to City of London Corporation security interests in the policing agenda, and deliver briefings to senior officials and Members as appropriate.
12. To develop project and programme plans to ensure the successful achievement of CPNI accreditation and a sustained infrastructure to ensure that this is maintained.
13. As a member of the City of London's senior management team, to lead by example in modelling and embedding the organisation's values and core behaviours to help build a highly effective and sustainable organisation and develop our reputation as successful in delivering our strategic aims.
14. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
15. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
16. To undertake any other duties that may reasonably be requested appropriate to the grade
17. To comply with the City Of London Financial Regulations and properly monitor and report budget outturn positions on a regular basis as required, including alerting the Line Manager and Chamberlain's representative of any significant budget variance in a timely manner and taking appropriate corrective action

Person Specification



Job Title	Strategic Security Director and Counter-Terrorism Advisor
Department	Town Clerks Department
Grade & Level	H Level: 4

Please find below the key skills, experience and core behaviours required to undertake this post.

Technical Skills / Professional Qualifications / Relevant Education & Training

A clear and strong understanding of national and international security issues, proven interpretation of threat and proportionate threat risk mitigation in a large and complex high-profile public environment.

A firm understanding of the governance, functions and structures of national government bodies and other agencies within the counter-terrorism and security context.

Proven ability to provide outstanding strategic leadership and risk management on security, strategic threat, and counter-terrorism matters within a complex public and high-profile security environment.

Strategic security accreditation recognised either through the College of Policing or Centre for Protection of national Infrastructure at Security Coordinator level.

Ability to analyse, develop and evaluate strategies ensuring clear direction in relation to all security threats including tactical and operational responses.

A high level of political astuteness and awareness in order to advise a diverse range of senior stakeholders on the strategic management of security, counter-terrorism and risk-management issues as they might affect a complex high-profile public organisation.

Thorough knowledge of policing, local-authority and other operational issues in the City of London and wider London and in particular in respect of the responsibilities of the City of

London Corporation.

Ability to effectively shape and develop wide-reaching corporate forward-looking plans, programmes and strategies on security, threat and risk-management matters for the long-term betterment of performance in these areas in a large and complex organisation

Ability to build strong relationships at the most senior levels internally and externally and work collaboratively and proactively with senior colleagues across the organisation to achieve effective outcomes and results and move corporate strategies forward

Strong analytical, strategic and creative-thinking skills, with the ability to become familiar with key issues quickly and confidently to propose solutions best suited to organisational needs

Strong and confident verbal communication and negotiating skills with the ability to engage with and get buy-in from contacts at the most senior level on a wide range of organisational issues

Excellent written communication skills with the ability to produce for an informed audience concise, accurate and influential reports and briefing papers proposing, evaluating and explaining clear solutions to corporate and strategic problems/issues

A good understanding of public and in particular local-government finance and budgetary management and regulation, and related issues

Experience Required, including Budget Holding Experience (if appropriate)

Substantial experience at a senior level of shaping and delivering corporate strategies on security, counter-terrorism and risk management in a complex high-profile public organisation,, taking strategic decisions on behalf of the Chief Executive and giving clear direction to high-level officers in order to achieve key organisational outcomes.

Extensive experience of building strong relationships with key stakeholders internally and externally, influencing and working collaboratively with senior managers on strategic issues which may impact on security, counter-terrorism and risk-management matters.

Significant experience at a senior level of the operational management of strategic threat and risk in a large and complex high-profile public environment.

Experience of responding to and managing situations and events which can change rapidly, ensuring tenacity and resilience during critical incidents

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Core Behaviours

Thinking

Planning and Organising... Managing time, competing priorities and resources in a structured way.
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Actively and continuously engages all key players and stakeholders in key service and organisational strategies and plans

Analysis and Problem Solving... Analysing information logically, drawing on one's knowledge and experience base and calling on other references and resources as necessary to generate appropriate and/or creative solutions.
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Thinks through the impact of various options from different points of view (commercial, financial, human, organisational, process etc)
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Organisational Understanding... Continually building one's understanding of CoL's structures, priorities and processes. Being sensitive to the work environment and personalities and understanding the impact of our own decisions and activities on other parts of the organisation.

Builds relationships and effectively manages the interface with key political stakeholders
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Building Relationships

Communication and Influence... Presenting information and arguments verbally or in writing to improve understanding, influence outcomes and foster engagement and support.

Negotiates favourable positions and influences strategies for the mutual benefit of the City of London Corporation
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Achieving

Customer Focus... Understanding and responding to customer needs (either internal or external customers), demonstrating a passion for high quality customer service and placing the customer at the very heart of what we do at CoL.

Proactively consults and captures the needs of all stakeholders/customers before embarking on new projects and initiatives
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Leading

Leading and Empowering... Creating a compelling future for colleagues; motivating and encouraging commitment and involvement through delegation, support and coaching.

Encourages others to share diverse and creative initiatives, perspectives and ways forward

Developing and Recognising Others... Nurturing the skills, behaviours, talent and potential of individuals and teams through training, development, coaching and feedback – acknowledging and valuing the contribution they make.

Allows talented staff the time and freedom to work with more senior staff and undertake duties at a more senior level

Managing Business Performance... Setting and managing clear and stretching performance expectations for individuals, teams and partners – accepting accountability for own results and those of the team.

Demonstrates strong commercial awareness and understanding of ‘value for money’ in authorising spending

Recruitment – Note to Applicants

These key skills and core behaviours will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address each of these on the application form on the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.