

## JOB SPECIFICATION

# HEAD OF USHER SERVICES – Assembly Grade 4

### PERSONNEL SPECIFICATION AS ADVERTISED IN 2008

#### QUALIFICATIONS AND EXPERIENCE SOUGHT

##### 4.1 Eligibility Criteria

Applicants for this post must possess, by the closing date for applications, at least three years **relevant** experience, gained within the last five years, in the following security environment:-

- Personal security;
- Physical security.

'**relevant**' has been defined as experience in **all** of the following duties:-

- i. developing security policies to safeguard personal and physical security;
- ii. organising security education and training events;
- iii. managing the operation of intruder alarm devices;
- iv. managing the access control arrangements to buildings;
- v. managing other security staff.

##### 4.2 Shortlisting Criteria

Applicants should be aware that after the eligibility sift, should it become necessary to shortlist candidates to go forward to interview, the following shortlisting criteria will be used in the order listed:-

At least one year's experience in:-

- i. conducting security reviews and inspections;

- ii. **either** document security **or** information technology security;
- iii. **both** document security **and** information technology security.

## **INTERVIEW ASSESSMENT CRITERIA**

The following qualities and skills are considered essential to the post of Head of Security and will be tested at interview. Applicants are required to clearly demonstrate these on their application forms.

- (a) Experience and knowledge of security duties;
- (b) Excellent interpersonal skills including teamwork and leadership and the ability to maintain good working relationships under conditions of considerable pressure;
- (c) A high level of motivation and drive with a readiness to assume a high level of responsibility;
- (d) The capacity to plan, manage and maintain progress on a diverse work programme;
- (e) High standards of written and oral communication;
- (f) A sound understanding and knowledge of the application of IT to security duties.