

Candidate Information

Position: Assistant Estates Manager (Security)
School/Department: Estates Services
Reference: 25/113069
Closing Date: Monday 5 January 2026
Salary: £41,519 - £49,536 per annum.
Anticipated Interview Date: Thursday 15 January 2026

JOB PURPOSE:

Oversee the daily operational management and effective implementation of the University's integrated Security Service in order to reduce the University's potential exposure to loss, damage or injury of capital and intellectual assets, as well as enhance the overall security of students, staff and visitors.

Act as the Deputy to the Estates Manager (Security & Porters) on all security matters across the University campus.

MAJOR DUTIES:

1. Management, supervision and planning for all Security Service activities and contracts across the University for all events.
2. Conduct investigations on the reporting of all security matters and incidents. These investigations may require evidence to be provided to PSNI for criminal or civil action or staff or student disciplinary procedures.
 - Manage, coordinate and control serious or major incidents on the ground, and alongside the University Fire Officer, reporting to the Estates Manager (Security & Porters).
 - Coordinate, brief and orientate external agencies on their arrival at the scene of an incident (PSNI, NIFRS, NIAS, HSENI).
 - Regularly update and brief the Estates Manager (Security & Porters) on events and incidents, whilst providing situational awareness across the campus.
3. Manage and ensure that the Control Room operates systems, procedures and protocols compliant with current legislation including:
 - Data Protection Act (General Data Protection Regulation).
 - Human Rights Act.
 - Disability Discrimination Act.
 - Schedule 5 of the Anti Terrorism Crime and Security Act.
 - Private Security Act 2001.

Daily management of the the University's consolidated Physical Security Information Management (PSIM) including:

- CCTV.
- Manual and electronic databases.
- Access control software and hardware.
- Intruder alarm systems.
- Ensuring that all systems are properly maintained and fit for purpose.
- Management of all High Security Areas throughout the University ensuring a coherent, logical and legally compliant service is delivered to all end users.

Ensure that all security operatives remain current, compliant and competent within the framework of the Security Industry Authority (SIA) licensing guidelines.

4. Advisory services, which include:
 - Regular delivery of security and safety presentations to all staff and students across the University. This includes liaison with PSNI, Crime Prevention Advisors and Belfast City Council.
 - Provide daily operational support to all Schools and Directorates across the University.
5. Enforcement of current policies and procedures in relation to the University Car Management System to include:
 - In conjunction with the Car Parking Manager, daily operational control, coordination and deployment of the outsourced Car Parking Guard.
6. Monitoring of Health and Safety within the Security Service, with specific emphasis on accident reporting and investigation and compliance with University policy.
 - Taking the lead with accident reporting within the Security Service and offering advice and guidance to staff and students on CCTV evidence and audit.
7. Security contract management and monitoring and reporting of:
 - Service level agreements.
 - Managing and marking of security contract KPIs.
 - Cash Services.
 - Plan, coordinate and liaise with specialist external security services for events and high profile visitors.
8. Management information in relation to:
 - Incident reporting databases.
 - Accuracy, presentation and passage of daily occurrences to Estates Managers for information purposes.
 - Access control software.
 - CCTV.
 - Lost and found property in accordance with University procedures and protocols, ensuring its correct storage, management and disposal.
 - Intruder alarm activations.
9. Management of:

Coordinating, delivering and liaising with external companies, where appropriate, staff training in all aspects of security. This includes:

 - Patrolling techniques.
 - Health and safety.
 - Situational awareness.
 - Communications training.
 - Construction Site Register compliance.
 - Identifying training needs of individuals to facilitate continuing professional development.
 - Use of bodyworn patrol cameras.
 - Foster and maintain a continuous improvement approach in support of the operational imperative.
10. Regular liaison with other service managers, across the University, ensuring that the service is benchmarked against other comparable service providers; checking standards of customer satisfaction and value for money.
11. Day to day implementation of policies, procedures and practices and to propose, where appropriate, amendments in light of relevant changes in legislation.
12. Any other reasonable duties required by the Director of Estates within the general scope of the post.

ESSENTIAL CRITERIA:

1. Valid SIA (Door) Supervisor Licence.
2. A Security & Risk Management qualification, or similar management field. OR; Substantial relevant experience of managing a security function in a similar environment.
3. At least 5 years recent relevant management experience within the security environment.
4. Planning and coordinating security activities and responsibilities in response to organisational priorities and needs.
5. Two years contract management experience of electronic security systems.
6. Knowledge of relevant professional regulations, standards, codes of practice, including the Terrorism (Protection of Premises) Act 2025 (Martyn's Law).
7. Prepare daily patrol reports and initial incident reports for management.
8. Appropriate level of numeracy and literacy skills.
9. A good knowledge and understanding of relevant aspects, systems and procedures e.g. health and safety requirements etc.
10. Strong IT literacy skills and understanding of electronic systems including the use of databases, email etc.

11. Good oral communication and customer care skills.
12. Capable of following oral and written instructions.
13. The ability to lead an operational team, provide accurate and timely information for managerial decision making and develop, foster and maintain good relationships with students, staff and contractors across the University.
14. Shortlisted candidates will be required to provide original copy of qualifications and a valid driving licence prior to interview.

DESIRABLE CRITERIA:

1. A recognised Health & Safety qualification.
2. Recent relevant experience providing Security Services within an educational environment.
3. Managing security contract budgets.

ADDITIONAL INFORMATION:

Informal enquiries can be directed to: Roy McGonigle - r.mcgonigle@qub.ac.uk.