



Role Profile

Job Title: Security & Protect Manager

Reference No: **A5797**

Service: Facilities Management Services

Job Family:

Grade: FC9

Purpose

The role acts as the Council's principal point of contact for specialist security advice, working collaboratively with internal services and external partners.

Responsible for leading and coordinating innovative, protective security and preparedness arrangements for Council premises, ensuring proportionate security governance, risk assessment, and operational procedures to protect staff, customers and visitors.

The postholder identifies and evaluates building-related security risks, develops and maintains documented security risk assessments and assurance activity, and supports the implementation and review of protective procedures.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Research innovative security solutions to suit specific buildings. Develop reports including recommendations based on options appraisals, assessing risks and mitigation actions. Lead the development, implementation and maintenance of security strategies, policies, standards and operating procedures for Council and Trust premises, including periodic review and update based on emerging risks, assurance findings and lessons learned. Ensuring compliance with legal, regulatory and professional body requirements.	Educated to SCQF level 9 which includes a degree level or equivalent in a relevant discipline (e.g. security management, risk management/ emergency planning)	✓•	
Provide leadership, guidance and assurance activity to support compliance with relevant legislation and requirements impacting premises security and preparedness, including the Terrorism (Protection of Premises) Act 2025, ensuring required procedures, records and assurance evidence are maintained.	Experience in public sector, local authority, corporate estate, or critical services environments, with strong understanding of risk assessment, threat/vulnerability analysis, and corporate security frameworks (including the ability to design proportionate mitigations).	✓•	
Develop and maintain security risk assessments and undertake/coordinate security audits and reviews for Council premises; produce and maintain building security management documentation; and track actions to address identified gaps.	Ability to assess and interpret security risks, prioritise, escalate appropriately, and implement proportionate mitigations. Ability to interpret legislative/regulatory change and translate this into updated policies/procedures and assurance reporting.	✓•	•
Support and coordinate the development, implementation and testing (exercises/drills) of security-related emergency procedures (including evacuation planning), and communicate security status, risks, issues and required actions to relevant stakeholders.	Evidence of continuous professional development in security, resilience or risk disciplines.	✓•	

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Work collaboratively with Council colleagues and external partners (e.g., Police Scotland, UK and Scottish Government) and other stakeholders as required to share information, align approaches and support delivery of protective security initiatives.	Working knowledge of health & safety obligations relevant to premises/security operations, plus emergency response and incident management principles. Analytical ability to interpret information/data and identify patterns or emerging threats. Ability to provide a regular and effective service. Ability to travel throughout Fife and attend Council premises as required.	✓ ✓ ✓ ✓	
Build and maintain professional networks; capture lessons learned from incidents/exercises; and drive continuous improvement in security procedures, guidance and assurance activity.	Excellent written communication skills, including preparing high-quality reports and briefings for senior stakeholders.	✓	
Assume the lead role across the Council in chairing/leading working groups, engaging and collaborating with a range of colleagues, partners, stakeholders, including external agencies and other organisations, and representing Fife at a national level. Developing and presenting reports to senior management, elected members for review and approval.	High integrity, confidentiality and professionalism, handling sensitive security information appropriately. Commitment to maintaining a safe, inclusive and secure organisational environment.	✓ ✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Job Title (Specialists Tasks)			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours
- Skills Framework (if applicable) How we work matters	Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values. Please refer to How We Work Matters Guidance to learn more.