

J o b D e s c r i p t i o n

Position:	Protect Duty (Martyn's Law) Implementation Lead
School/Service:	Facilities
Reference:	0199-26
Grade:	Grade 6 (HERA Confirmed)
Status:	Fixed-Term (18 months)
Hours:	Full-Time
Reporting to:	Health & Safety Manager / Estates Manager

Main Function of the Position

The postholder will provide dedicated project management to ensure the University's physical estate is prepared for the commencement of Martyn's Law in April 2027.

This includes leading the delivery of capital security mitigations and physical upgrades across the estate. Additionally, the role will manage the final delivery stages of a major dentistry project at the Queens campus, ensuring both workstreams meet statutory timelines, safety standards, and operational requirements.

Principal Duties and Responsibilities

1. Lead the delivery of physical security upgrades and capital mitigations identified through Standard and Enhanced Tier assessments.
2. Manage the installation of security-related assets such as hostile vehicle mitigation, locking systems, and surveillance upgrades.
3. Coordinate with the Security Industry Authority and contractors to ensure physical works for Enhanced Tier premises meet regulatory standards.
4. Integrate physical security requirements into existing estates and capital projects, ensuring a seamless rollout of Martyn's Law infrastructure.
5. Monitor and report on the progress of a multi-strand implementation programme against statutory deadlines.
6. Provide project management oversight for the completion of the major dentistry project at the Queens campus, ensuring works are delivered to specification.
7. Liaise with contractors, specialist equipment providers, and academic stakeholders to facilitate site access and minimize operational disruption.
8. Manage project budgets, change orders, and snagging processes to ensure a high-quality handover of clinical and educational spaces.
9. Commission and review technical threat risk assessments to inform the procurement

of physical security hardware.

10. Develop and test physical lockdown and invacuation hardware, ensuring integration with University-wide emergency response procedures.
11. Coordinate contractor quotations and manage works administration, including the verification of risk assessments and permits-to-work.
12. Produce formal handover and sustainability plans for post-implementation maintenance of all installed systems.
13. Ensure all project activities comply with University Health and Safety, environmental, and data protection policies.
14. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements.
15. Ensure a safe working environment and abide by university health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
16. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities.

Note:

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

Please note that this appointment may be subject to Disclosure and Barring Clearance.

The university is committed to upholding academic freedom and freedom of speech within the law. We support open and respectful debate, the exchange of ideas, and the right of staff and students to question, test, and advance knowledge without constraint, while recognising the responsibility to exercise these freedoms in a way that respects the rights of others.

Person Specification

Position: Protect Duty (Martyr's Law) Implementation Lead		Reference:	
Service: Facilities		Priority	Method of Assessment
Criteria		(1/2)	
1	Qualifications		
1 a)	Honours degree in relevant subject area or equivalent level experience.	Priority 1	Application Form / Documentation
1 b)	Relevant professional training in security, risk, emergency planning, or resilience.	Priority 2	Application Form / Documentation
2	Skills / Knowledge		
2 a)	Proven ability and commitment to undertake appropriate subject specific research and/or enterprise activity and ensure it informs teaching	Priority 1	Application Form / Interview
2 b)	Expert ability to interpret and implement legislation and regulatory frameworks.	Priority 1	Application Form / Interview
2 c)	In-depth knowledge of terrorism risk and proportionate security planning.	Priority 1	Application Form / Interview
2 d)	Strong strategic leadership and assurance skills.	Priority 1	Application Form / Interview
2 e)	Ability to operate confidently at executive and governance level.	Priority 1	Application Form / Interview
3	Experience		
3 a)	Experience in security, risk management, emergency planning, or compliance.	Priority 1	Application Form / Interview
3 b)	Senior experience leading complex organisational transformation or compliance	Priority 1	Application Form / Interview
3 c)	Experience in security, emergency planning, or public safety in large multi-site environments.	Priority 1	Application Form / Interview
3 d)	Experience working with regulators or emergency services.	Priority 1	Application Form / Interview
4	Personal Qualities		
4 a)	Awareness of the requirements associated with operating within a customer service environment	Priority 1	Interview
4 b)	Commitment to continuous improvement and creative ways of working	Priority 1	Interview
4 c)	High professional credibility and sound judgement.	Priority 1	Interview
4 d)	Calm, resilient, and outcome-focused.	Priority 1	Interview
4 e)	Strong commitment to inclusion and proportionality.	Priority 1	Interview
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University	Priority 1	Interview

5 b)	Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act, Prevent and the Bribery Act	Priority 1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	Priority 1	Interview
5 d)	Available to work flexibly and travel as appropriate in order to meet the needs of the services	Priority 1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required