

Supporting a thriving Parliamentary democracy

Job Title:	Head of Personnel Security
Salary:	A1
Team:	Parliamentary Security Department
Number of Posts:	1
Contract Type/Duration:	Permanent

Team Information

The Parliamentary Security Department (PSD) is responsible for physical and personnel security across both Houses of Parliament and provides support to Members and staff when away from the Estate. Its purpose is to keep Parliament safe and open for business.

PSD sets security strategy, provides expert advice and delivers an operational service. It does this in partnership with the Metropolitan Police Service (MPS) and by working closely with the In-House and Strategic Estates teams, Serjeant at Arms and Black Rod's office, the Restoration & Renewal programme, the Parliamentary Digital Service, and other key stakeholders.

Job Information

The Personnel Security team implements a system of policies and processes which seeks to mitigate the risk of passholders exploiting their legitimate access to Parliament for unauthorised purposes. The Head of Personnel Security manages a team of over 30 staff responsible for pre-employment checks, vetting, audit and compliance, and security awareness across Parliament with direct line management responsibility for five staff. The postholder will work with the Deputy Director of Security (People Security) to develop and implement personnel security initiatives, including an Insider Risk strategy; and will work with a wide range of partners both inside and outside Parliament to mitigate the risk and ensure the effective delivery of the services provided by the personnel security team.

The Head of Personnel Security also will act as the senior user for the Security Vetting and Pass Programme, which is digitising many of the team's processes to improve the effectiveness of security vetting and aftercare, and will provide the opportunity for the postholder to reshape the activities of the team to deliver new strategic personnel security initiatives.

In addition to their core responsibilities, the postholder will be a member of PSD's senior management team (SMT) and be expected to contribute to the wider management of PSD.

Responsibilities

- Accountable for implementing personnel security controls and mitigations relating to the insider risk.
- Lead a team of over 30 staff, motivating and developing staff and embedding the principles of diversity and inclusion.
- Ensure the efficient and effective delivery of key services, including the Pass Office and the Audit and Compliance Team (ACT), and challenging ways of working that are not customer focused or do not add value.
- Manage the Personnel Security budget, ensuring key areas of work are prioritised and resourced appropriately.
- Be a key point of contact for Member queries relating to personnel security issues.
- Maintain close working relationships with senior stakeholders across Parliament to enable effective delivery of personnel security measures.
- Liaise with external stakeholders including government departments and agencies to identify and implement best practice.
- Support the development of the Insider Risk strategy and security culture for Parliament.
- Act as a senior user for the Security Vetting and Transformation Programme and lead staff through change.
- Contribute constructively and collaboratively to the wider management of PSD as part of the senior management team.

Security

The successful candidate will be required to complete pre-employment checks. This includes security vetting to Security Check (SC) level or higher, as described in the job description. The candidate is required to pass these checks before an offer can be confirmed.

To enable meaningful checks to be carried out you will need to have lived in the UK for a sufficient period of time. To undergo SC you must have normally resided in the UK for a minimum of 3 years out of the last 5 years.

[Click here](#) for further information.

Hours

We welcome applications from candidates who wish to work part-time or as part of a job share. If you are selected for interview please inform the panel of the days/hours you are available to work, alternatively you can inform the recruitment team at any stage of the process.

Net conditions full-time working hours for staff of the House are 36 hours per week. This excludes daily meal breaks of one hour. The exact daily times of attendance will be agreed with line management.

Workplace Adjustments

As an inclusive employer, the House of Commons supports individuals in need of workplace adjustments. The workplace adjustment process prevents, reduces or removes problems you might face at work. Adjustments can be requested to help with obstacles relating to mental health, and physical or non-physical requirements. You can request a workplace adjustment if you have a disability or suffer from a difficulty or disadvantage in your workplace.

Application and Selection Process

Further details will be provided if you are successful at the initial application stage.

We may ask you to complete a test, presentation or other assessment as a part of your recruitment process.

If you are invited to interview, we will ask you a combination of competency questions and role specific questions solely based on the criteria below. Any presentation or test requirements will be clearly communicated to you well in advance of your interview.

As a Disability Confident Leader, it is important that we are able to make appropriate arrangements or adjustments where necessary in order to create a full and equal participation in the selection process. If you require any reasonable adjustments, please contact the recruitment team to see how we can meet your needs.

Our Values

The House Service is proud of our organisational values, which will deliver our strategy. We are looking for people who can bring these values to life:

Inclusive: We value everyone equally; We respect each other; We all have a voice.

Courageous: We try new things; We own our actions and decisions; We learn from our mistakes.

Trusted: We trust each other to do a good job; We are impartial; We build confidence in Parliament with our integrity.

Collaborative: We share our knowledge and experience; We work towards a shared vision; We know we work better in a partnership.

Skills and Experience

Criterion 1

Ability to lead, develop and motivate a large team, ensuring that resources are properly and effectively managed, whilst upholding the values of equality, diversity and inclusion.

Criterion 2

Ability to implement and manage change relating to people, organisational structures, and processes – addressing concerns and overcoming resistance.

Criterion 3

Experience of working in a security-related discipline, allied with knowledge of personnel security principles and the ability to develop and deliver insider risk mitigations.

Criterion 4

Excellent interpersonal and oral communications skills with experience of influencing, persuading and advising stakeholders at all levels, including Members and senior managers.

Criterion 5

Ability to solve complex problems, think creatively and exercise sound judgement when considering a range of people issues.

Criterion 6

High levels of discretion and the ability to deal appropriately with highly sensitive information.
