



Head of Security

Full-time and permanent

Salary £50,880 - £59,038 per annum

Plus generous benefits package

Hybrid / flexible working

About the role

We have a vitally important and rare opportunity for an experienced security professional to join us. Working in our four beautiful, listed buildings based in the heart of Edinburgh and looking after our amazing world-class art collection this is no ordinary job.

The Head of Security is a wide-ranging role working across all levels of the organisation including the Leadership Team. You will be responsible for developing, and implementing policies and procedures to keep people, art, and our buildings safe and secure. You'll be comfortable in a senior position, either moving from a similar post or looking to advance your career.

As a passionate security advocate, you must have exceptional knowledge and solid experience of the management of security services, preferably in a public setting (e.g. gained in a gallery/museum or visitor attraction, retail, or hospitality).

The difference you'll make

Reporting to the Director of Operations you will have direct line management of five Security Supervisors who provide 24-hour security cover for our galleries. You will work closely with the Health and Safety Advisor, and four Operations Managers. You will share the 24 hour on-call responsibility with the Director of Operations.

Your responsibilities will be varied. Each day will be different, with new challenges that push your capabilities and enable you to learn new things. Duties will include:

- Ensuring the safety and security of all staff, visitors and contractors in line with our strategic aims, standards, and relevant legislation.
- Advising, developing, and implementing appropriate strategies, policies and measures, balancing resource requirements with acceptable risk, to ensure the maximum protection and security of our world class collection, our buildings and other assets.
- Ensuring business resilience planning and emergency response policies are understood and acted on, including maintaining effective links and working relationships with the emergency services and other relevant agencies.
- In the event of an incident take the lead in resolving security and safety risks. This will include providing regular advice and updates to key stakeholders and post incident recommendation of any mitigation.
- Working with the Health and Safety Advisor to ensure best practice and compliance relating to the Health and Safety at Work and Fire Safety legislation.
- Liaising with other departments to ensure the planning of all public programme activity considers legislative requirements and the most effective means of security based on lenders requirements and Government Indemnity Scheme.
- Developing and delivering training to ensure the highest possible standards of security and safety are achieved. Delivery, as appropriate, of training to our partners/users.

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- Managing the organisation's relationships with Royal Scottish Academy and temporary tenants co-ordinating and collaborating all the services provided by NGS to ensure the needs of all parties are met in line with legal agreements.
- Representing the National Galleries of Scotland at meetings and liaising with external agencies such as Police Scotland, City of Edinburgh Council, Fire, and Ambulance Services, Govt Security Forums, Museum and Gallery Sector networks.
- Initiating periodic audits of security systems and procedures.
- Ensuring a high standard of management and maintenance and oversee use of NGS fleet vehicles.
- Deputising for the Director of Operations as necessary and appropriate. Making operational security/visitor care decisions when circumstances dictate.

Who we are looking for

In answering our quick questions tell us more about you, how you meet the requirements, and what you will bring to the role. This will be your opportunity to stand out as well as tell us what you are looking for from us. To succeed in this role, you'll need the following range of knowledge, skills, and experience:

- Significant expertise gained through previous experience of the provision and management of security services in a public setting.
- Substantial experience of incident management.
- Knowledge and expertise in technical security systems associated with the role.
- Excellent communication and interpersonal skills and the ability to communicate colleagues at all levels and with representatives of external bodies.
- Proven ability to plan and deliver service strategies and programmes.
- Proven ability to provide effective leadership, staff management and service coordination.
- Effective report writing and IT skills.

It would also be great if you have:

- A security qualification.
- Practical knowledge and expertise of the provision and management of visitor experience in a complex organisation.
- Professional Health & Safety at work experience.

We are National Galleries of Scotland

Our three Edinburgh galleries are the National, Modern and Portrait. We house and look after Scotland's amazing world-class art collection – one of the finest in the world. Step inside and explore treasures from Botticelli and Titian to the very best modern art to contemporary portraits of pop culture icons. And, as you'd expect, the world's greatest collection of Scottish art, our national collection. We also have an outstanding collection of Western art from the late Middle Ages to the present day.

We're a space for thinking, dreaming, doing, and playing. Soak up the art. Meet friends in the cafés. Have a family picnic surrounded by the sculptures in the Modern grounds. Be inspired by our amazing art films. Choose your own experience. There is no one way to enjoy Scotland's national collection. We are yours to discover.

As well as displaying our art at our three Edinburgh sites, we also share it through an active programme of partnership across Scotland, the rest of the UK and abroad, as well as online.

We conserve and research our collections and we are committed to reaching the widest possible audience through our ambitious plans. Visitor numbers to our sites in Edinburgh totalled an average of 2.5m visitors a year in the years prior to the global pandemic.

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What's important to us

We make art work for everyone. That's our purpose and it drives everything we do. This is an exciting time for us, as we move forward with our engaging strategic vision: Art for Scotland: Inspiration for the World.

We're putting our audience at the heart of what we do. Matching Scotland's rich collection, our expertise and creativity with the needs and wants of our visitors. Finding new ways to connect with more people and create an innovative, inclusive organisation that can meet the challenges of our ever-evolving world.

We're committed to looking at how we operate as well as how we engage our audiences. We will play our part in tackling the Climate Emergency, and we're embedding Equality, Diversity, and Inclusion (EDI) in the way we work. We want everyone to feel a sense of belonging and freedom to be themselves at work or at play with us.

What's on offer for you

Our colleagues will tell you great things about working here. We aim to ensure the National Galleries of Scotland is a great place to work, where our people thrive in a culture where we are trusted, empowered, and engaged to achieve our true potential. We offer a range of benefits to promote healthy working lifestyles for all our colleagues. Details specific to this role are:

Salary

Salary £50,880 - £59,038 (from January 2024). Starting salaries will normally be at the minimum rate depending on experience.

Hours

37 hours per week working 08.30 a.m. to 5.00 p.m. Monday to Thursday and 08.30 a.m. to 4.30 p.m. on a Friday with a one-hour unpaid lunch break each day. Flexibility with working schedule is essential and some weekend / early evening work may be required. Please note that the role includes sharing the 24 hour on-call responsibility with the Director of Operations.

Holidays

When you first join, you'll get 36.5 days holiday per year (this includes public and privilege holidays). After 5 years your annual leave will increase to 41.5 days.

Where you'll be based

You will be based at the National, the Mound, Edinburgh, EH2 2EL. However, you'll work across all of our Galleries based in the heart of Edinburgh - the National, Portrait, and Modern (One and Two).

Pension

We are a [Civil Service Pension](#) employer. You get to choose if you want a defined benefit or stakeholder pension. The benefits of joining the scheme include [generous employer contributions](#) to your future pension, life assurance, and options to increase your pension. If you join the alpha Civil Service pension scheme our contribution will be 27.1% for this role.

Other benefits

Family friendly working policies, free or discounted entry to various visitor attractions, staff discount at our shops and cafés, Cycle to Work Scheme, wellbeing support and services including our Employee Assistance Programme.

The closing date for completed applications is 12 noon on Monday, 29 January 2024

Please note that the successful candidate will be subject to Basic Disclosure Scotland security clearance.

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