

Job Description

Security Head

Department: Administration

Reports to: Registrar

Location: Birla Global University, Bhubaneswar

Position Summary

The Manager – Campus Security is responsible for planning, implementing, and overseeing the University's security operations to ensure the safety and security of students, employees, visitors, infrastructure, and institutional assets. The role includes leadership of the campus security team, outsourced security personnel, surveillance systems, emergency preparedness, and regulatory compliance while fostering a safe and welcoming academic environment.

Key Responsibilities

1. Security Operations

- Lead and supervise all campus security operations across academic buildings, hostels, administrative offices, residential areas, and other University facilities.
- Ensure effective deployment and utilization of security personnel.
- Maintain high standards of vigilance, discipline, and professionalism.

2. Risk Management

- Identify security risks and vulnerabilities.
- Conduct periodic security inspections and audits.
- Recommend preventive and corrective measures to enhance campus security.

3. Access Control & Surveillance

- Oversee campus access control systems, visitor management, vehicle movement, and CCTV surveillance.
- Ensure proper monitoring and timely response to security alerts and incidents.

4. Incident & Emergency Management

- Lead the response to security incidents, emergencies, and crisis situations.
- Coordinate evacuation procedures, disaster response, and emergency preparedness activities.
- Ensure timely reporting and investigation of security-related incidents.

5. Security Personnel Management

- Supervise Security Officers, Supervisors, Guards, and outsourced security personnel.
- Plan manpower deployment, duty rosters, inspections, and performance reviews.
- Promote discipline, grooming, and continuous skill development.

6. Coordination & Liaison

- Coordinate with University departments for security planning and event management.
- Liaise with local police, fire services, hospitals, and other government agencies whenever required.

7. Policy Implementation & Compliance

- Implement University security policies, statutory requirements, and safety regulations.
- Develop and periodically review security procedures and contingency plans.

8. Asset Protection

- Safeguard University property, equipment, records, and other institutional assets.
- Ensure adequate security arrangements during examinations, convocations, admissions, and major University events.

9. Reporting & Documentation

- Maintain security records, incident reports, audit findings, and operational reports.
- Submit periodic reports and recommendations to the Registrar.

10. Continuous Improvement

- Recommend improvements in security systems, technology, infrastructure, and operational practices.
- Promote a culture of safety and security across the University.

Qualification & Experience

Essential

- Bachelor's degree from a recognized University.
- Minimum 7 years of relevant experience in security management, with at least 3 years in a supervisory role.

Desirable

- Experience in higher educational institutions, defence services, police, paramilitary forces, or large institutional campuses.
- Training or certification in Security Management, Fire & Safety, Disaster Management, or Risk Management.
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Knowledge & Skills

- Campus security administration
- Security risk assessment
- Emergency and disaster management
- CCTV and access control systems
- Team leadership and personnel management
- Investigation and incident management
- Report writing and documentation
- Communication and interpersonal skills
- Computer proficiency

Key Competencies

- Leadership
- Integrity and professionalism
- Decision-making
- Crisis management
- Analytical thinking
- Problem-solving
- Accountability
- Collaboration
- Service orientation

Key Performance Indicators (KPIs)

- Effective campus security operations.
- Timely response to security incidents.
- Compliance with security policies and statutory requirements.
- Reduction in security-related incidents and risks.
- Quality of security audits and documentation.
- Performance and discipline of the security team.
- Stakeholder satisfaction regarding campus safety.

Other Responsibilities

The incumbent shall perform any other duties assigned by the Registrar or the Vice Chancellor in the interest of the University.