



Driver & Vehicle  
Standards  
Agency

# Physical Security Manager

Reference: 294802

Closing Date: 09 July 2023

Location: Bristol, Newcastle, Nottingham, Swansea

Salary: £39,428

External recruits will almost always be brought in on the minimum salary scale. Cross civil service transfers and promotions are subject to separate provisions.



Helping you **stay safe** on **Britain's roads**

# DVSA - who we are

Great Britain's roads are among the safest in the world.

At the Driver and Vehicle Standards Agency (DVSA), we play a vital role helping millions of people stay safe on our roads – our vision is safer drivers, safer vehicles and safer journeys for all.

## What we do

We help millions of people every year. We make sure learners are safe to drive, by approving driving instructors and conducting driving and theory tests. We help people keep their vehicle safe to drive by approving MOT testers and inspecting vehicles. And our teams help protect the public from unsafe vehicles and drivers through roadside enforcement activities.



**1.9 million**  
driving tests each year



**38.5 million**  
MOT certificates issued each year



**2 million**  
theory tests each year



**31,958**  
defective vehicles discovered each year

# Working at DVSA

We offer a wide range of employee benefits, such as:

Personal development	Rewards	Great work/life balance
<b>Access to in-role apprenticeships up to level 7</b>	Employer pension contribution rate of up to 30.3%	<b>Fast, modern IT kit and phones enabling seamless working from home and collaboration across the agency</b>
Study leave	Tax free childcare scheme	Generous parental and carer schemes
3 paid volunteer days per year	<b>25 days annual leave, increasing on a sliding scale up to 30 days. Plus 8 public holidays and one further day of paid privilege entitlement to mark the King's Birthday.</b>	Flexible working, including part-time working and job share options
Individual Personal Development Plans	Special recognition awards	Free health checks including workplace adjustments
<b>Minimum of 5 funded training days per year, plus 6-month development opportunities</b>	Cycle to work scheme	<b>Help and support with your home and work life, and wellbeing</b>

You can find out more about working with us on the Department for Transport careers website: <https://careers.dft.gov.uk/our-dft-family/driver-vehicle-standards-agency/>

# Diversity and equality

The Civil Service is committed to becoming the most inclusive employer in the UK.

At DVSA, you'll be part of an innovative organisation that invests in all our people, ensuring we have the diverse skills to deliver transport that moves Britain ahead now and into the future.

We welcome applications from every part of the community. We're particularly interested to hear from Black, Asian, and Minority Ethnic people, women, disabled people and those who identify as LGBT+. We believe everyone is involved in making DVSA an inclusive and great place to work.

The Civil Service strives to have diversity and promotes equal opportunities for all. There is a Disability Confident Scheme (DCS) for candidates with disabilities who meet the essential criteria.

For more information on Civil Service Recruitment Principles, see the [Civil Service Commission](#) website.

## Why DVSA?

Our vision is to support and develop everyone who works for us. Our passion for diversity and equality helps us create a positive working culture for all employees, and we're friendly, welcoming, respectful and full of opportunities for professional and personal development.

As well as being a DCS employer, we are proud to be members of Business Disability Forum, The Prince's Responsible Business Network, ENEI and Employers for Carers.



The Prince's  
Responsible  
Business Network



# About the job

**As a Physical Security Manager, you will work as part of the Information Management & Security Team. Your role will be to support Driver and Vehicle Standards Agency (DVSA) and Government security initiatives, and providing technical advice for Security project work.**

**You will oversee current physical and personnel security processes and work to develop and refine policies and procedures, to ultimately deliver security improvements across the workforce and the breadth of DVSA estate covering main offices, shared buildings to enforcement sites or driving test centres. You will also represent DVSA on cross departmental (and wider) working groups to ensure unity with the Government Security landscape. Line management responsibilities will be required in this post.**

**As a proactive person, you will work to understand, and be able to interpret the latest policy and guidance being asked of DVSA. You will update DVSA policies accordingly and work with colleagues to understand the impact of, and the best way to, implement such policies across DVSA services.**

**You will have a drive to move forward with positive change and have an interest in wider security policy. You will also have the ability to form strong relationships with DVSA colleagues and the wider Department for Transport security colleagues, enabling collaborative working and experience sharing.**

**Activities may include:**

## **Strategic Influence**

- Support the DVSA Estates Strategy by understanding its ambition and being part of the enabling team to achieve it, keeping aligned with Government Strategy on protective security.
- Work with Cabinet Office protective security colleagues as part of a contracted arrangement to build in additional assurance arrangements as part of an annual cycle of work.
- Implement any changes stemming from changes to Government Policy through assessing gaps and developing plans to address these in line with DVSA's threat profile.

- Understand the wider DVSA Threat profile across the varied estate delivering DVSA Services.
- Develop a manner in which to explain the DVSA threat profile to external parties and why this influences the approach we take to physical security across our Estate.

### **Policy development and application**

- Provide day to day co-ordination of security assets to effectively utilise resource and ensure minimum standards are achieved.
- Oversee current security processes and work to develop and refine policies and procedures to ultimately deliver security improvements across the DVSA estate.
- Provide effective professional/technical authority and credibility to: - Internal stakeholders requiring advice and guidance - Cross government working groups.
- Oversee the training required associated with the area of physical and personnel security to benefit DVSA colleagues in different roles

### **Assurance and Risk Assessment**

- Ensure appropriate reporting is in place to provide assurance that the appropriate physical and personnel security controls are in place across the DVSA estate or raise the appropriate risks through the correct risk reporting route.
- Present reports as needed to the appropriate committees or senior leaders in DVSA
- Review incident reporting mechanisms and measures to mitigate against risk/impact etc.

### **Management Responsibilities**

- Execute management responsibilities effectively and in line with DVSA policies and processes; working with, leading and acting as a role model for team members and colleagues in line with Civil Service values. Determine and plan their team requirements, including allocating resources and prioritising activities, over the short to medium term by fully understanding the business environment in which the team operates, the overall team objectives, ensuring their team fully understands and works to these requirements.
- Manage professional relationships with a wide range of internal and external stakeholders, and act as a lead point of contact for some external parties. Please note that this role may require some travel and cross site working



## **Leadership**

- Demonstrate leadership by providing guidance to staff to support the delivery of objectives. Manage and engage with honesty and integrity, and upholding the reputation of the Agency, Department and Civil Service.
- Work in collaboration with other managers across all functions for the good of DVSA and to create a high performing and well-respected Agency.
- Work with other departments to provide knowledge on building capacity, including communicating with project teams and contractors on cross government security initiatives.

## **Internal Relationships**

- Estates and Facilities Colleagues
- Operations Colleagues
- Enforcement Colleagues

## **External Relationships**

- DfT Security Team
- DfT Security Advisor
- Cross Government Body representatives
- Cabinet Office Representatives
- Home Office Protective Security Centre representatives
- Centre for Protection of National Infrastructure representatives

**Interested?** Complete your application now at: [www.civilservicejobs.service.gov.uk](http://www.civilservicejobs.service.gov.uk)

# Person specification

Please read this section carefully before applying. We will assess your application against the evidence you have provided within your CV and personal statement examples against the Job Description and Person Specification.

## **Essential skills and Essential experience**

- Show working level skills in relation to protective security and threat understanding
- Be able to demonstrate understanding of physical security auditing
- Influence policy decisions
- Be part of a matrix team collating a reporting picture of assurance re physical security
- Demonstrate understanding of link between physical, personnel security and information security and the use of that in influencing stakeholders

## **Further Information:**

Please note that there will be an amount of UK wide travel, to other DVSA locations, including overnight stays as part of this role.



# Success profiles

We assess candidates using specified [Success Profiles](#).

You will be expected to demonstrate the following [Civil Service Behaviours](#) during the selection process.

- **Working Together**
- **Delivering at Pace**
- **Making Effective Decisions**
- **Managing a Quality Service**

Interviews will include a blend of [Behaviour](#), [Strength](#) and [Experience](#) questions.

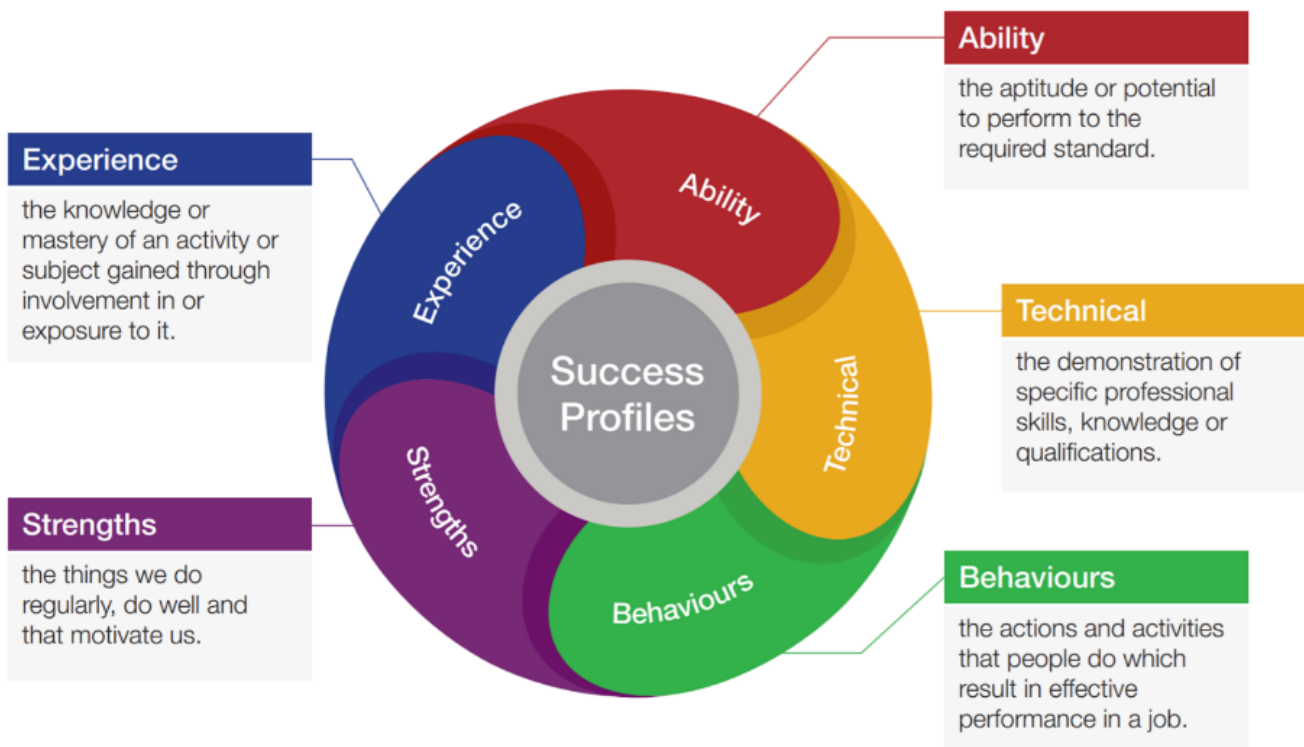
## Success Profile Level 3

# Success profiles

Here at The DVSA we use Success Profiles to assess applications and throughout our entire interview selection process.

Success Profiles were introduced to help attract and retain individuals from a wide range of professions to ensure a diverse and skilled workforce, in line with The Civil Service mission in becoming the most inclusive employer in the UK.

What are the elements of the Success Profile?



For further details please see [Level 3 of Success Profile Civil Service Behaviours](#)

# The application process: what to expect

## Application

You need to submit your application via the Civil Service Jobs website - [www.civilservicejobs.service.gov.uk](http://www.civilservicejobs.service.gov.uk), you'll need to complete:

- A CV setting out your career history, with key responsibilities and achievements
- A personal statement (1000 words) utilising the word count given, demonstrating your experience and suitability for the role.

Should you encounter any issues with your online application or if you have issues with the online jobs portal, please contact us (details on final page) within 48 hours.

## Shortlisting

We will assess your application against the evidence you have provided within your CV and Personal statement against the Job Description and Person Specification.

All applicants will be notified of the outcome.

## Interview and assessment

### Interview

You will be invited to attend a panel interview to discuss of your previous experience and professional competence.

Interviews will include a blend of [Behaviour](#), [Strength](#) and [Experience](#) questions.

We've designed the selection process specifically for this role.

You're encouraged to become familiar with the candidate pack, as you may be assessed against any of the criteria recorded within.

Full details of the assessment process will be made available to shortlisted candidates.

# Timeline: Key dates and indicative timeline

Please note that these dates could be subject to change.

**Closing date:** 09 July 2023

Shortlisting: 10 – 12 July 2023

**Interviews:** week commencing 24 July 2023

Offer: Regardless of the outcome, we will notify all candidates as soon as possible.

**Reserve List:** A merit list may be created after interviews. If you are successful at interview, you will be placed on the merit list for up to 12 months.



## Find out more about working with us

If you want to learn more about what we do, our culture, and what it's like working with us, please see below.

To apply for this role, and to see other vacancies at DVSA, visit Civil Service Jobs:  
[www.civilservicejobs.service.gov.uk](http://www.civilservicejobs.service.gov.uk)

Find out more about working with us on the Department for Transport careers website:  
<https://careers.dft.gov.uk/our-dft-family/driver-vehicle-standards-agency/>

Get more information about DVSA, our work and services, at GOV.UK:  
[www.gov.uk/dvsa](http://www.gov.uk/dvsa)



You can also follow us on social media:



Twitter – [@dvsagovuk](https://twitter.com/dvsagovuk)



Facebook – [DVSAgovuk](https://www.facebook.com/DVSAgovuk)



LinkedIn – [Driver and Vehicle Standards Agency](https://www.linkedin.com/company/dvsa)



Driver & Vehicle  
Standards  
Agency

DVSA

4th Floor, The Axis Building  
112 Upper Parliament Street  
Nottingham, NG1 6LP

[www.gov.uk/dvsa](http://www.gov.uk/dvsa)

If you have questions about the role please contact: [Sara.Stock@dvsa.gov.uk](mailto:Sara.Stock@dvsa.gov.uk)

If you have problems with the online portal or application process please contact:  
[dftrecruitment.grs@cabinetoffice.gov.uk](mailto:dftrecruitment.grs@cabinetoffice.gov.uk)