



Job description and person specification

Director of Security for Parliament

April 2026

Project Code: OHXI





Making Parliament Happen

Job Title: Director of Security for Parliament

Salary: £96,340 - £139,100 per annum

Hours: 36 hours per week (full time position)

Location: Palace of Westminster and the Parliamentary Estate, London (Central)

Number of Posts: 1

**Contract Type/
Duration:** Permanent

**Security Clearance
Type:** Developed Vetting (DV)

Parliament

Working at the UK Parliament offers a unique and rewarding career at the heart of the UK's democratic system. With a wide range of roles available, our impartial colleagues enable the day to day running of the House of Commons, House of Lords and joint departments. Together, we make Parliament happen.

The Team

The Parliamentary Security Department (PSD) is a bicameral department which supports both the House of Commons and the House of Lords. For administrative purposes the appointee will be an employee of the House of Commons and will be line managed by the Director General of the House of Commons and countersigned by the Clerk of the Parliaments in the House of Lords.

The purpose of PSD is to enable Parliament and its people to perform their vital functions by protecting them from security threats of all types, including terrorism, hostile foreign state activity, violent and disruptive protest, fixated individuals and crime. PSD does this in close partnership with the Metropolitan Police Service (MPS), the Parliamentary Digital Service, the UK intelligence and security agencies and other partners both inside and outside Parliament.

PSD provides operational, physical and personnel security services across the extensive parliamentary estate and additionally provides personal security support to Members away from the estate through the Members Security Support Service.

PSD works closely with parliamentary stakeholders in both Houses, including Member committees, the Parliamentary Digital Service, the Strategic Estates team, the Restoration and Renewal team,

Black Rod and the Serjeant at Arms. Externally, PSD works closely with government bodies including the National Protective Security Authority (NPSA), the National Cyber Security Centre (NCSC), the Home Office and the Cabinet Office.

The Role

The post is at the Managing Director level, broadly equivalent to Senior Civil Service Grade 2 Director (SCS2).

The Director of Security for Parliament has executive responsibility for the security of the House of Commons and the House of Lords. Political accountability for the security of Parliament sits with Mr Speaker for the House of Commons and the Lord Speaker for the House of Lords. Legal accountability for the security of Parliament sits with the Clerk of the House for the Commons and the Clerk of the Parliaments for the Lords in their role as Corporate Officer and Accounting Officer for their respective Houses.

The Director of Security for Parliament advises the Commissions and governance bodies of the two Houses on the security strategy for Parliament, balancing security requirements with the need to maintain openness and accessibility.

The Director of Security for Parliament is responsible for running the Parliamentary Security Department (PSD), which comprises approximately 650 people, including several hundred civilian security officers and a variety of subject matter experts.

Key Responsibilities

The main responsibilities of the Director of Security for Parliament are to:

- Lead the Parliamentary Security Department (PSD) of around 650 people, promoting high standards of professionalism
- Provide expert advice to Members and officials on physical, personnel, personal, technical and cyber security risks and protective security measures
- Engage regularly with Mr Speaker, the Lord Speaker, the House of Commons Commission, the House of Lords Commission, and the Member bodies and domestic committees of both Houses, ensuring that all key stakeholders understand the security risks and endorse the security measures to protect against them
- Advise the Commissions and governance bodies of the two Houses on the security strategy for Parliament
- Liaise with the UK security and intelligence agencies, police and government departments on security threats and risks to Parliament and protective measures
- Make a broader corporate contribution to both Houses as a member of the Commons Executive Board, attending the Lords Management Board, the Information and Digital Board and other relevant bodies as required, to help deliver the strategies of the House administrations
- Act as the principal interlocutor between Parliament, MPS, the National Police Chiefs Council (NPCC) and UK police forces to support the security of Members away from the estate.

The Director of Security for Parliament is supported by four Deputy Directors who are responsible for operations, personnel security, Members' security and PSD capability.

Please note the above duties are not intended to be an exhaustive list. You may be required to undertake other duties that are appropriate to your role and pay band, as agreed with your line manager.

We recognise that our successful candidates will need support to grow and flourish in the role. The House of Commons is committed to providing training, support and development to all staff. Any training specific to this role will be provided as early as possible, and ongoing training and development will be provided whenever possible and appropriate.

Person Specification – Essential Criteria

- Exceptionally good stakeholder management and interpersonal skills
- Excellent communication, influencing and negotiation skills
- The ability to think strategically, anticipating and managing complex risks
- The ability to operate and thrive in a complex and uncertain environment while subject to multiple and potentially conflicting pressures
- A sound understanding of protective security and security risk management
- A strong track record of leading and managing large teams and promoting an inclusive working environment
- Experience of working with intelligence and security agencies, the police and government departments

How to Apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to UK Parliament on this appointment.

Candidates should apply for this role through Saxton Bampfylde's website at www.saxbam.com/appointments using code OAKABE.

Click on the 'apply' button and follow the instructions to upload the following documents:

- A detailed CV (maximum 2 sides) setting out your career history, with responsibilities and achievements.
- A covering letter (maximum 2 sides) highlighting your suitability for the role and how you meet the person specification. Please note that the covering letter is an important part of your application and will be assessed as part of your full application.
- Please complete the online equal opportunities monitoring* form

The closing date for applications is noon on **Tuesday 26 May**.

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

ADDITIONAL INFORMATION

Application and Selection Process

As part of the recruitment process we may ask you to complete a test, presentation or other assessment. Details will be provided in advance if you are shortlisted for the role and invited to attend an interview.

At the interview, we will ask you a combination of competency questions and role specific questions solely based on Person Specification.

For more information on the application and selection process and the benefits available if you join the House of Commons, please refer to our website.

Hybrid Working

Our mission is to support making parliament happen – this means being ready to carry out our essential functions to support colleagues to deliver excellent services on the Parliamentary Estate and remotely. Currently, staff can have a hybrid working arrangement under the Hybrid Working Policy. The opportunity to have a hybrid working arrangement and the nature of any such arrangement, varies according to the requirements of each job role. There are some roles which can only be carried out from the Parliamentary Estate.

Flexible Working

We offer a range of flexible working options and actively encourage applications from candidates expressing a wish to perform the role in a flexible working arrangement such as part-time working, job-share and compressed hours. We would be happy to discuss further if this is something you would like to explore.

ParliMoves

If you are an employee of the House of Commons, the House of Lords, or one of the other Joint Departments (PDS, R&R Client Team or PCD), you may be eligible to move under our ParliMoves Scheme. More information can be found on [ParliNet](#).

Security

Successful external candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level, Security Check (SC) or Developed Vetting (DV) as described in the job description. All successful candidates are 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 a CTC, you must have normally resided in the UK for a minimum of 3 years out of the last 5 years. To undergo a SC, you must have normally resided in the UK for a minimum of 5 years. To undergo a DV, you must have normally resided in the UK for at least 7 years out of the last 10, 2 of which must have been the immediately preceding years from the point of application.

[Click here](#) for further information.

Reasonable Adjustments

Parliament is committed to providing suitable workplace adjustments for colleagues so that they can be their best selves at work and ensuring that all colleagues are given the same opportunities.

If you require any additional support during the recruitment process, please contact maria.dodson@saxbam.com to discuss how we can meet your needs. Examples of such support include additional time for tests or providing literature in large print (where appropriate). For more information on how we can support you in the workplace please refer to our [reasonable adjustments guidance](#).

Inclusion and Diversity Commitment

We want to build an environment where everyone feels welcome and able to be themselves. We want to reflect the diversity of our nation. And we want to attract more people from underrepresented groups.

That's why our focus is on better support and flexibility, accessibility and more inclusive ways of working. We're a disability confident employer, and we believe in equality for all. So, we provide everyone with the encouragement and opportunity to thrive – including you.

Our Values

We live our values – courageous, trusted, inclusive and collaborative – in everything we do, making sure that people across all teams, locations and roles are included.

By [delivering on our strategy](#) and living our values, everybody in the House Administration plays their part.

Our values are:

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.
