

Security Patrol Officer

Job Ref: REQ180791

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployed is identified.

The post will be responsible for matters relating to the safety and welfare of students, staff and visitors; the security of University buildings and other property on and off Campus; the protection of personal property of students, staff and visitors; the control of traffic and parking; control room and reception duties as required and to be available for driving duties. Applicants are encouraged to submit an application that separately evidence all of the essential / desirable criteria in order to assist with shortlisting.

Job Description

Job Grade: Operational Services Grade 3

Job Purpose

To work as part of the University security function, your main duties will be to work as part of a shift providing uniformed patrol on a rotating shift pattern of twelve-hour shifts, starting at either 6 a.m. or 6 p.m.

Patrols will involve foot, cycle and vehicle patrols, responding to incidents on University property, and will include responsibilities away from the University site either involving students or as part of other contracted security responsibilities.

Your priorities will be the safety and welfare of all people connected with or coming into contact with the University, the protection of University property and the regulation of vehicle movement and parking on and around the University site.

Job Duties

1. Patrol:

To carry out patrols ensuring the safety and security of all people connected with or coming into contact with the University.

To patrol in connection with the prevention of antisocial behaviour by students and to intervene where necessary.

To prevent crime and unauthorised entry to the University or specific areas of the campus.

The checking, opening and locking of buildings.

To assist with the control of traffic on campus and the enforcement of traffic regulations.

To accept and record found property and seek its return to the owner.

2. Response:

To respond to reported incidents including crime, accidents and antisocial behaviour.

To deal professionally with victims of crime, investigating, recording and reporting incidents to the police as appropriate.

Within the boundaries of legal powers and training, to detain or observe persons committing crimes until the arrival of the police.

To take immediate actions to ensure safety at the scene of accidents or incidents, providing first aid where necessary

To respond to reports of fire alarm activations and/or fires, including evacuation with specialist equipment and, within the boundaries of training, to advance to the point of fire to undertake initial attempts to extinguish or limit the fire and to give an accurate report for the Fire and Rescue Service.

To respond to alarm calls, investigate activations and report faults.

3. Control Room:

To provide cover for the Security Control Room, operating all functions including radio, deployment, CCTV, alarm management systems, incident recording, access control, refuge alert, telephones.

To be part of a team that provides, a 24/7 customer service function for the University.

4. Gatehouse:

To provide cover for the Security Gatehouses including gate operation and access control.

5. General:

To assist in the training of new Security staff under the direction of the Security Supervisor.

To record incidents in the appropriate format and write accurate incident reports as necessary.

To undertake functions and special duties in connection with the safe running of the University, including events, in line with a generic uniformed security function as directed by the Security Manager.

To agree to work a reasonable amount of overtime as considered necessary by the Security Manager.

6. Contacts:

- Students and their parents or relatives.
- Staff and members of the University Community.
- The emergency services.
- Visitors to the University.
- Contractors and suppliers

Special Conditions

This role is required to be flexible over a 24/7/365 period and the person shall be expected to be flexible on a rota basis.

This post will be a rotating shift pattern that will attract a shift allowance of 27%.

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, First Aid and Security Industry Authority Licencing

Organisational Responsibility

Reports to the Security Supervisor.

Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 – Application

2 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Experience of working in an environment requiring good written and verbal communication skills	1,2
Skills and abilities	Ability to work as part of a team and to collaborate with others.	1,2
	Able to react calmly to pressure	1,2
	Physically fit, to the level required for the effective performance of the job.	1
	Competence in IT skills including Microsoft Word.	1,2
Training	-	-
Qualifications	GCSE English Language grade C or equivalent work experience.	1,2
	A full driving licence for motor cars will be required with no more than 6 current penalty points.	1
Other	Eligible for SIA Licensing under the terms of the SIA criteria relating to criminality, mental health, the right to work and other information.	1
	5 year/or back to school checkable work record	1,2

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of dealing with conflict, emergency or stressful situations.	1,2
Training	Possession of a valid First Aid at Work Certificate or equivalent	1,2
	Possession of a Security Industry Authority (Door supervisors) licence or equivalent	1,2

Conditions of Service

Two positions are available with this campaign. Both are full time and open ended. Salary will be based on the Operational Services Grade 3, (£17,408 - £19,730) per annum, plus shift allowance. A starting salary to be confirmed on the offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Grades 1-5 staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Application forms:

The ability to read written instructions and attention to detail are important elements to the role.

It is requested that applicants detail each Essential and Desirable Criteria individually and separately in their application as shown in the following example. Applications that do not follow this format will be excluded at shortlisting:

Essential Criteria

Good verbal communication skills

Insert evidence e.g. I can demonstrate that I have good communication skills through the following examples. Whilst in a previous role *and give examples*

The ability to deal with dissatisfied customers

Insert evidence e.g. I have a lot of experience in dealing with dissatisfied customers as follows *and give examples*.

Repeat for all essential and desirable criteria.