

Security – Investigations Officer

REQ250669

As part of the University's ongoing commitment to redeployment, please note that any vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployed staff member is identified.

The post will assist the Deputy Security Manager Investigations in respect of investigations relating to matters of student discipline and other incidents on campus requiring an investigatory response.

Job Description

Job Grade: MA6

Job Purpose

To work as part of the University security investigation's function, your main duties will include, but will not be restricted to, the investigation of disciplinary offences committed by students, you will also be required to liaise with the police where any such matters are reported to them.

Job Duties

1. As directed by the Deputy Security Manager Investigations:
 - Conduct investigations into student disciplinary cases from initial complaint through to report.
 - Conduct risk assessments, to identify appropriate restriction measures to be imposed during the course of an investigation, to ensure the safety of all those affected and for the preservation of evidence.
 - Interview students and witnesses, and record statements in line with procedures set out in Ordinance XVII.
 - Gather, review, and securely store evidence (e.g., CCTV, written materials, physical evidence).
 - Prepare clear, factual investigation reports for use by Student Disciplinary Panels.
 - Support the presentation of cases at disciplinary hearings.
 - Liaison with the police and local authority in respect of criminal complaints and joint action, whilst ensuring adherence to data protection legislation.

- Liaison with wellbeing and specialist teams, to ensure a collaborative response to student support needs.
- Advise students reporting serious incidents (e.g., sexual violence) on procedural options, in respect of both student disciplinary and criminal complaint options.
- Advise students reporting alleged spiking incidents in accordance with the universities policies and procedures.

2. General duties:

- Ensure all investigative records are kept up to date and are securely stored in accordance with data protection laws.
- Maintain confidentiality in relation to people matters and information management complying with GDPR.
- Ensure that all activities have equity, diversity and inclusion embedded in them.
- Any other reasonable duties assigned by the Deputy Security Manager Investigations.

Special Conditions

This role is required to be flexible in response to reported incidents as required by the Deputy Security Manager.

This post will not attract a shift allowance.

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

This will be a 0.39FTE, 22.20 hours per week, part-time - the successful candidate will be required to complete the majority of those hours during term times.

The post holder will be required to attend a number of mandatory University courses.

Due to the nature of the sexual allegations reported, gender is considered to be a genuine occupational requirement in accordance with Paragraph 1 of Schedule 9 of the Equality Act 2010 and therefore only female applicants will be eligible to fulfil this position.

Organisational Responsibility

Reports to the Deputy Security Manager Investigations.

Supervision of any University investigator working within the security department.

Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below.

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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 - Test/ Assessment/ Presentation
- 3 - Interview

Essential Criteria

Area	Criteria	Stage
Experience	Significant experience of preparing investigation reports to a high standard	1,2,3
	Recent experience of conducting sensitive or complex investigations, including witness and suspect interviewing (e.g. harassment and sexual violence)	1,2,3
	Experience with cases involving sexual violence/ misconduct	1,2,3
	Experience of working in a trauma-informed approach	1,2,3
Skills and abilities	Able to react calmly to pressure	1,2,3
	Excellent written and verbal communication skills	1,2,3
	Competence in IT skills including Microsoft Word	1
	Demonstrates a methodical approach, an aptitude for accuracy, attention to detail and ability to multi-task	1,3
	Able to handle personal/confidential information appropriately and to treat issues with sensitivity	1,2,3
	Able to work independently and use initiative	1,2,3
	Self-motivated with ability to prioritise work and meet deadlines	1,2,3
	Able to show demonstrable commitment to promoting equal opportunities and challenging discriminatory attitudes and behaviours from students, staff and members of the wider community	1,2,3
Qualifications	Degree level education or equivalent work experience	1
Other	A commitment to equality and diversity with the ability to role model, adhere to and advocate the University's Equity, Diversity and Inclusion Policy	1,3
	Knowledge of societal discrimination that may be experienced by people with protected characteristics or from marginalised groups.	3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience in higher education or a similar setting	1,3
	Understanding of university disciplinary procedures.	1,3
	Experience of dealing with vulnerable victims.	1,2,3

Conditions of Service

The position is Part Time, Open Ended, 0.39 FTE (22.2 hours per week) with the majority of hours expected to be worked during term time. Management and Specialist Grade 6, £35,116 - £45,413 (pro-rata) per annum. A starting salary to be confirmed on the offer of appointment.

The appointment will be subject to the University's Terms and Conditions of Employment for grade 6 and above 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 can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

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/>