

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Security Team Leader

## **College/Department**

Estates

## **Location**

All Derby Sites

## **Job Reference Number**

0588-21

## **Salary**

£23,846 to £25,685 per annum plus 20% shift allowance

## **Reports To**

Lead Controller

## **Line Management Responsibility**

Yes

# **Job Description and Person Specification**

## **Role Summary**

To lead a team of security staff operating 24/7 on rotating a shift pattern, providing a welcoming, safe and secure environment at our University Sites, whilst encouraging all site users to promote a secure environment through their own conduct. Take a lead in providing advice, guidance and support on all security related matters, across multiple sites, ensuring continued excellence in performance, profile and service at all times.

Conducting investigations and taking a lead role in response to all incidents whilst ensuring sufficient well trained and informed resource is available.

## **Principal Accountabilities**

1. To lead a high-profile Security Team aimed at, maintaining and promoting the safety and security of all University property, facilities and equipment, and that of all associated users, 24 hours a day, 7 days a week.
2. To take a pivotal role in encouraging and ensuring as far as reasonably practicable, a safe secure and welcoming environment for all users of the University.
3. Encourage all users to promote a secure environment through their own conduct, and that of their team by providing advice, guidance and support for all security related matters.
4. Continually develop a high performing team by individual development, coaching, and providing advice and guidance. To be responsible for the DPR process of all team members.
5. To lead by example, ensuring that team members continually promote University values and behaviors by acting in an exemplary manor at all times, demonstrating excellence in performance, profile, conduct, and customer service at all times.
6. To be responsible for ensuring adequate staffing provision and that sufficient resource is available to provide both routine and unplanned service, by maintaining appropriate rotas, ensuring duties are performed to agreed standards at all time.
7. A lead role in the response to all incidents.
8. Identify, investigate and report all matters of concern regarding security, and deal with all incidents of crime and anti-social behavior.
9. Ensure investigations are conducted into all breaches of security and student discipline, providing comprehensive reports, assisting in enabling further action and identifying crime trends.
10. Liaise and assist, where appropriate, with the Police and other external agencies in investigating all criminal activity affecting the University and its users.
11. Lead in the organisation and provision of undertaking regular patrols of all University buildings and grounds, checking the security and safety of all property and contents.
12. Provide a dedicated University key-holder service. Ensuring the timely locking and unlocking of all areas and buildings. Specifically ensuring that all doors and windows are secured, premises are vacated at appropriate times and all lights equipment and auxiliary heating is switched off after use.
13. Ensure the effective operation of all Security related equipment including alarms, CCTV, access control and car park management systems, reporting any defects timely.
14. To take a lead role in providing a 24hr point of contact and response service across all areas of the University, by ensuring appropriate shift staffing arrangements are in place and that all duties are performed satisfying risk and welfare obligations.
15. As required, undertake vehicular access control duties, and assist in monitoring and enforcing University parking regulations.
16. To drive University vehicles to assist in undertaking security duties and from time to time assist the Transport Department in other driving commitments.
17. Maintain security databases, reports and events log.
18. Act as a first Aider after appropriate training.
19. Evaluate all requirements surrounding requests, or otherwise, to activate call out procedures for tradesmen, and contractors, and emergency plans amongst others.
20. To be prepared to adjust working hours and arrangements were necessary.
21. To undertake any other duties as seen appropriate by the Head of Security.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Full UK driving licence or the willingness and flexibility to travel and work between University and external sites in a cost effective and timely manner
* GCSEs grade A – C in Maths and English or equivalent
* Security related qualification or the ability to work towards

#### **Experience**

* Proven experience in a similar customer facing or Security orientated role
* Proven experience of leading and managing a team
* Experience of change management and leading a team through change

#### **Skills, knowledge and abilities**

* Knowledge of the law and security industry standards and accreditation
* Exceptional oral, written and report writing skills
* Knowledge of Microsoft Office and excellent IT skills
* Proven experience of people management
* Proven experience of working in a busy customer service orientated environment
* Proven experience of providing excellent customer service
* Proven experience of conducting investigations and compiling written reports

#### **Business requirements**

* Willingness and flexibility to travel and work between University and external sites in a cost effective and timely manner

### **Desirable Criteria**

#### **Qualifications**

* Valid level 2 Door Supervisor SIA License
* Valid Public space CCTV SIA license
* First aid certificate
* IOSH managing safely or equivalent
* Management qualification or equivalent

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

The University of Derby is committed to promoting equality, diversity and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)