

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Security Team Member

## **College/Department**

Estates/Security

## **Location**

All Derby Sites

## **Job Reference Number**

0587-21

## **Salary**

£20,388 to £21,585 per annum plus 20% shift allowance

## **Reports To**

Security Team Leader

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

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

To conduct minor investigations and respond to all incidents acting professionally and in compliance with University behaviours and values.

## **Principal Accountabilities**

1. To provide a high-profile security service 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 encourage and ensure 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, by providing advice, guidance and support for all security related matters.
4. Identify, investigate and report all matters of concern regarding security, and deal with all incidents of crime and anti-social behavior.
5. Conduct investigations into all breaches of security and student discipline, providing comprehensive reports, assisting in enabling further action and identifying crime trends.
6. Liaise and assist, where appropriate, with the Police and other external agencies in investigating all criminal activity affecting the University and its users.
7. Undertake regular patrols of all University buildings and grounds, checking the security and safety of all property and contents.
8. 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.
9. Ensure the effective operation of all Security related equipment including alarms, CCTV, access control and car park management systems, reporting any defects timely.
10. Ensure a 24hr point of contact and response service across all areas of the University.
11. Undertake vehicular access control duties and assist in monitoring and enforcing University parking regulations.
12. In the absence of Estates Services Team Members, to provide adequate replacement cover, and to provide an emergency out of hours service as required.
13. To drive University vehicles to assist in undertaking security duties and from time to time assist the Transport Department in other driving commitments.
14. Maintain security databases, reports and events log.
15. Act as a first Aider after appropriate training.
16. Evaluate all requirements surrounding requests, or otherwise, to activate call out procedures for tradesmen, and contractors, and emergency plans amongst others.
17. To be prepared to adjust working hours and arrangements were necessary.
18. To undertake any other duties as seen appropriate by the Head of Security.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Full UK driving licence 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

#### **Experience**

* Proven experience in a similar customer facing or Security orientated role

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

* Security related qualification or the ability to work towards
* Proven experience of working in a busy customer service environment
* Proven experience of providing excellent customer service
* Proven experience of conducting minor 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

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

* Ability to handle incidents in a busy and often unpredictable environment.
* Ability to deal with conflict and difficult situations in a calm and effective manner
* Ability to offer exceptional customer service and engagement with students, staff and visitors across all University estates

# **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)