

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Security Team Member

## **College/Department**

Estates

## **Location**

Kedleston Road, Derby, DE22 1GB – there will be a requirement to support at all sites a and when required

## **Job Reference Number**

0107-24

## **Salary**

£29,982 to £29,996 per annum based on a 42 hour week including a 20% shift allowance (For exceptional performers, there is scope for further progression up to £34,173 per annum)

## **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 be part of a high profile Security Team, ensuring a 24hr point of contact and response service across all areas of the University; maintaining and promoting the safety and security of all University property, facilities and equipment, and that of all associated users and providing in-person emergency response across any location if required.
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.
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**

* GCSEs grade A – C / grade 4 or higher in Maths and English or equivalent qualifications
* Full and Clean UK driving license

#### **Experience**

* Proven experience in a similar customer facing or Security orientated role
* Proven experience of providing excellent customer service in a busy customer service environment
* Proven experience of conducting minor investigations and compiling written reports

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

* Security related qualification or the ability to work towards

#### **Business requirements**

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

### **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.

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)

# **Our People**

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. Our students come from a wide range of backgrounds; therefore we are particularly interested to hear from applicants who will help our leaders and teams be more reflective of our student population.