JOB DESCRIPTION
Security Officer
Vacancy Ref: N2648

<table>
<thead>
<tr>
<th>Job Title: Security Officer (Chancellors Wharf)</th>
<th>Present Grade: 3S</th>
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<tbody>
<tr>
<td>Department/College: Facilities, Security</td>
<td></td>
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<tr>
<td>Directly responsible to: Duty Supervisor</td>
<td></td>
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<tr>
<td>Supervisory responsibility for: n/a</td>
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<tr>
<td>Other contacts</td>
<td></td>
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<tr>
<td>Internal: University staff and students</td>
<td></td>
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<tr>
<td>External: N/A</td>
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</tbody>
</table>

Context

The Facilities Division is responsible for all property and facilities services on behalf of the University including delivery of the Facilities Strategy.

Purpose of the job

The post holder will normally be associated with the post of Security Officer but the post holder will form part of a team and be flexible to act in any of 3 posts as directed by the Duty Supervisor namely: Security Officer, College Porter, and Building Porter.

The Security Officer, Building and College Porter service is essential to the smooth running of the institution providing a safe and secure environment for staff, visitors and students. There are approximately 70 staff employed in the department, the majority of these staff employed as uniformed operational staff.

Security Officers (Chancellors Wharf) will work evening shifts only on a fixed shift pattern as per the shift rosta. The service is responsible for ensuring the safety and security of the buildings and people at the Chancellors Wharf site as well as on Bailrigg Campus as required. They provide a reception and patrol service and respond quickly and professionally to attend security incidents. The role also includes checking that buildings and University property are properly secured. Good communication and interpersonal skills are important to be able to deal with staff and students. The Security Officer (Chancellors Wharf) also processes and distributes mail, investigates Fire Alarm activations and administers First Aid.
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Duties and Responsibilities:

One of the primary duties is the security and safety of the university buildings (including Chancellors Wharf), their contents, staff, students and visitors throughout a 11 hour cycle, 365 days per year.

Maybe required to staff the security control room and operate all the functions, to agreed levels, within it including CCTV, alarm and telephone and radio systems, as well as the distribution of keys, recording details in the logbook as appropriate.

Carry out regular patrols across the site attending incidents and help co-ordinate situations as directed by the Duty Supervisor.

Undertake single person internal and external patrolling on foot.

Attend and pro-actively deal with any security related incident, as directed by the Duty Supervisor or Security Operations Manager.

Record all incidents in the appropriate format and write concise and accurate incident reports as necessary.

Operate security related equipment following departmental procedures, ensuring the equipment is clean and stored correctly, reporting any faults to the Duty Supervisor.

Deal professionally with victims of crime and individuals in confrontational situations. It is expected that individuals suspected of committing crimes at the University/Chancellors Wharf may be observed awaiting the arrival of the Police.

Undertake staff training as required and receive guidance and instruction from the Duty Supervisor when necessary.

Carryout special duties in connection with degree days, open days, student or staff demonstrations and attend and assist at any emergency incident as directed by the Duty Supervisor or Security Operations Manager. Securing and unlocking of all campus buildings

Policing car parks by monitoring the use of car park permits and pay and display tickets. Using discretion in applying the University Car Parking Policy, in accordance with enforcement guide lines.
Dealing with Emergency Situations following University Procedures which may involve the emergency services.

Receiving and directing, staff, visitors, students, delegates, etc.

Dealing with office duties, incident logs, telephone calls, alarm activations, operating radios, CCTV surveillance and access control equipment

Provide first aid assistance and basic welfare advice

Responsible for the control, issue and custody of keys in accordance with written procedures

Assist in the training of ‘casual staff’ to cover periods of absence

Ensure all activities are carried out in accordance with the requirements of the University Health, Safety and Welfare policies and procedures

In the absence of the Duty Supervisor report directly to the Security Operations Manager

The duties outlined above may change as the needs of the department alter in line with current agendas. This job description will be subject to periodic review and amendment in accordance with the needs of the division.