

**UNIVERSITY OF NOTTINGHAM  
RECRUITMENT ROLE PROFILE**

**Job Title:** Security Officer

**School/Department:** Estates Office

**Job Family and Level:** O&F Level 1-E

**Contract Status:** Permanent

**Hours of Work:** 36.25 hours per week, 5 days out of 7 to be arranged

**Location:** All University sites

**Reporting to:** Senior Security Officer/Security Supervisor

**Purpose of the Role:**

To provide a safe and secure environment for staff, students and visitors to The University on all campuses and properties. To provide excellent customer service to ensure customers, especially students, enjoy a positive experience at The University.

	<b>Main Responsibilities</b>	<b>% of time</b>
1.	Patrol campus grounds and properties under the control of The University to ensure that The University remains safe and secure, e.g. free from fire, flood and theft and responding to the intruder alarm as required. To assume responsibilities of a control room operator to include the operation of CCTV equipment as required	60%
2.	To undertake crime prevention, attend incidents and provide detailed, accurate written reports. Respond to fire and intruder alarm activations and summon and accompany emergency services as appropriate. Administer first aid when appropriate	20%
3.	To carry out duties in accordance with The University's traffic regulations to control car parking, traffic flow and enforcement	5%
4.	To implement crime prevention/reduction measures in consultation with the security management team; providing personal protection to VIPs and royal visits	5%
5.	To be fully conversant with and competent to use systems and equipment within area of work	5%
6.	To adhere to health and safety regulations, and comply with University, departmental and external, standards, policies, procedures and codes of practice	2%
7.	Undertaking and utilising training and development to enhance working skills and knowledge of self and team, to improve continuously service delivery	2%
8.	Any other duties appropriate to the grade and role of the person appointed	1%

## Knowledge, Skills, Qualifications & Experience

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/ Education</b>	<ul style="list-style-type: none"> <li>• Good level of numeracy and literacy</li> <li>• Full, current driving license unless disability precludes this</li> </ul>	<ul style="list-style-type: none"> <li>• Security related qualification</li> <li>• Customer Service qualification</li> </ul>
<b>Knowledge/Skills/ Training</b>	<ul style="list-style-type: none"> <li>• Ability to make independent decisions</li> <li>• Ability to meet deadlines and work under pressure</li> <li>• Ability to analyse complex situations and initiate appropriate action</li> <li>• Ability to produce written reports</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid, Fire and Security training/qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Substantial experience of working in a similar customer facing role</li> <li>• Recording and analysing information</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a similar security role</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Actively seeks to develop self</li> <li>• Adaptable</li> <li>• Excellent attention to detail</li> <li>• Concentrates attention and activity on customer</li> <li>• Seeks explanations and solutions</li> <li>• Effective communicator</li> </ul>	

### **DBS (Disclosure and Barring Service)**

**Because of the nature of the work for which you are applying, this post is exempted from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975**

**Candidates are therefore, not entitled to withhold information about convictions, which for other purposes are "spent" under the provisions of the Act, and in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by The University. Any information given will be strictly confidential and will be considered only in relation to an application for positions to which the Order applies**