

Job Description

Position:	Security & Safety Manager
School/Service:	UOB Security Services
Reference:	UoBS-004/P
Status:	Permanent
Hours:	To work shifts 6am-2pm Mon-Fri; 2pm-10pm Mon-Thurs; 11am-7pm Friday alternative weeks.
Reporting to:	Director of Facilities
Line management responsibility for:	Security Supervisor & Officers

Main Function of the Position:

The Security team is responsible for the security of all staff, students, visitors, buildings and security support activities on all campuses including Car Parks. To provide security service to University of Bolton involving security patrols, safety of all staff, students and visitors, control room operation and fire safety. To provide a professional, courteous and friendly face of security to students, staff and visitors. The role holder will offer a proactive and comprehensive customer focused service that prioritises the safety of all campus users, University buildings and assets. This is a customer facing role on campus that is responsible for ensuring that we offer a welcoming, safe and secure campus to all campus users. You will be approachable, vigilant, visible and have great interpersonal and customer service skills in prioritising the safety of our students.

Principal Duties and Responsibilities:

1. To work as part of the University's Security team in a flexible manner to facilitate the smooth running of the University's day to day business on the campus.
2. Safety of students, staff and visitors.
3. The Protection of Life (Dangerous or Hazardous situations, Emergency situations).
4. The Prevention of Loss and Waste (Theft or Confidentiality).
5. To be responsible for all aspects of fire safety for the university
6. To act as Fire Marshall while on duty.
7. CCTV monitoring, control and maintenance. Also to monitor door access systems and to initiate
8. the appropriate action to incidents.

9. To control on campus parking and assisting in the administration of site activities for conferences
10. and events.
11. Responsible for all aspects of control room operation.
12. To carry out Security Risk Assessments including building risk assessments.
13. To organise and maintain staff training, sickness and disciplinary records.
14. To take reasonable action to prevent or detect criminal offences on University property or against staff, students or visitors.
15. To directly manage a team of Security Officers and Car Parks.
16. To ensure efficient running of traffic management, car parking and security including events.
17. To take all reasonable measures to give access to premises whilst ensuring a balance of security is maintained. To limit access to staff and students with valid ID.
18. To allocate duties and patrols to Security Officers.
19. To attend any emergency, crime, insecurity, suspicious or unusual circumstances, found property, police visit and carry out laid down university procedures and provide an appropriate report.
20. To make secure any area of crime to enable SOCO to be able to gather evidence without contamination.
21. To monitor staff attendance, sickness, leave, time-keeping and take appropriate action in accordance with University procedures and where necessary escalate to Director of Facilities.
22. To train staff in the Security and Safety techniques relevant to the University and BS7499.
23. To keep information confidential when received by virtue of the office if it could be used against the interests of the University when disclosed.
24. Be fully conversant with the Emergency, Health and Safety, Fire and Security alarm systems and procedures, investigating disturbances and assisting in the evacuation of premises when required, liaising with emergency services accordingly and dealing with potentially dangerous situations.
25. To provide expertise for Security Audits

26. To produce a daily security log, together with copies of individual incident reports for submission to the Director of Facilities.
27. To manage the work rotas for Security Supervisors and Security Officers to ensure an effective and efficient service and all duties are covered..
28. To escalate out of hours incidents to the appropriate contact.
29. To identify training and development needs of each member of the team.
30. To ensure that the incident reports submitted by the Security Officers provide an accurate account of the incidents concerned.
31. To co-ordinate, co-operate with and facilitate any actions of contracted security.
32. To assist and co-operate with the Police/Government Agency or any other relevant person on a crime prevention or detection issue.
33. To alert, in an emergency, the relevant Emergency Services as appropriate and report such action to the Head/Deputy Head of Security and Community Support.
34. To take appropriate action to prevent injury, loss and disruption for whatever reason.
35. To enforce the campus traffic management policy in a reasonable manner.
36. To Manage and liaise with other University departments including outside agencies regarding additional security cover arrangements or with regards to special events i.e. open days or special visits.
37. To liaise with outside contractors with regards to access control or locating alarm panels etc.
38. To manage the welfare and pastoral care of Security Staff.
39. To manage any complaints received within the given time period in accordance with University procedures and BS10001.
40. To deal with disciplinary and grievance procedures taking appropriate action in accordance with University procedures.
41. To assist in the development of policies and procedures within the Security Section ensuring they are kept up-to-date and accurate.
42. To check and issue radio communication equipment.
43. To issue and record PPE (including full uniforms).

44. To ensure that all Security Officers are smartly presented and professional at all times whilst on duty.
45. To ensure an effective, courteous and professional interface to both internal and external customers, giving excellent and professional quality service.
46. To have a professional approach to all security requests made by the University.
47. To be part of the University emergency team.
48. To deputise for the Director of Facilities when required on security or safety matters.
49. To work to a high standard against agreed timescales with limited supervision
50. To bring to the attention of managers any matters relating to the health and safety of staff, students and visitors.
51. To support the aims and philosophies and key objectives of the Facilities Services and to fully uphold the Service's code of conduct in terms of actions and behaviour.
52. To engage with the University's commitment to deliver value for money services that optimise the use of resources by maintaining a cost conscious approach when undertaking all duties and aspects of the role.
53. To promote equality and diversity for students and staff and sustain an inclusive and supportive study and work environment in accordance with University policy.
54. To provide training for first responders and to ensure that all security staff are first responders.
55. To act as Fire Marshall or first responder as required.
56. To carry out all checks with regards to fire safety.
57. To be on call for emergencies
58. To work hours as required to ensure staff are trained and supervised.
59. To take an active role in incident management
60. Work with Director of Facilities with regards to crisis management
61. To be involved in crisis management planning and exercises
62. To assist the Director of Facilities in all aspects of Martyn's Law.

63. Managing external contractors-Tenders, Maintenance and Solutions.
64. To undertake general management duties within Facilities as required by Director of Facilities
65. or Deputy Director of Facilities.
66. To undertake any reasonable responsibilities at the request of the Director of Facilities.
67. To perform any other duties appropriate to the grade as may be required by the Director of Facilities.
68. This role detail is a guide to the work you will initially be required to undertake. It may be changed fromtime to time to meet changing circumstances. It does not form part of your Contract of Employment

Note:

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

Please note that this appointment may be subject to Disclosure and Barring Clearance.

Person Specification

Position: School/Service:		Reference:	
Criteria		Priority (1/2/3)	Method of Assessment
1	Qualifications		
1 a)	A Security Approved Trainer qualifications or willing to train.	1	Application Form / Documentation
1 b)	Level 3 Conflict Management status or willing to train.	1	Application Form / Documentation
1 c)	A full UK driving licence	1	Application Form / Documentation
1 d)	A SIA Manned Guarding/Door Supervisors Licence	1	Application Form / Documentation
1 e)	Fire Safety: Has qualification or experience or willing to undertake training.	1	Application Form / Documentation
2	Skills / Knowledge		
2 a)	Control room procedures	1	Application Form / Interview
2 b)	BS7499 (Static site guarding and mobile patrol service)	1	Application Form / Interview
2 c)	BS7858 (Screening of individuals in a security environment)	1	Application Form / Interview
2 d)	Good customer care skills	1	Application Form / Interview
2 e)	Health and Safety issues and have an understanding of safe methods of working	1	Application Form / Interview
2 f)	Fire procedures	1	Application Form / Interview
2 g)	Incident Management/ Crisis Management	1	Application Form / Interview
2 h)	Good written / oral communication	1	Application Form / Interview
2 i)	Strong leadership qualities including motivation and managing change	1	Application Form / Interview
2 j)	The ability to use a range of IT packages including Word, Excel and Outlook	1	Application Form / Interview
2 k)	The ability to use their initiative and prioritise duties	1	Application Form / Interview
2 l)	The ability to work to a high standard against agreed timescales with limited supervision	1	Application Form / Interview
2 m)	Excellent observational skills	1	Application Form / Interview
2 n)	Excellent eyesight and sense of smell (as required by BS7499)	1	Application Form / Interview

2 o)	Approachability, diplomacy, dedication and confidentiality	1	Application Form / Interview
2 p)	The ability to foster and develop understanding of equality and diversity issues	1	Application Form / Interview
2 q)	A willingness to undertake training as appropriate and evidence personal development	1	Application Form / Interview
2 r)	The ability to perform all aspects of the position with reasonable adjustment and be prepared to work outside in all weathers	1	Application Form / Interview
2 s)	The ability and willingness to comply with the requirements of the staff handbook and office procedures	1	Application Form / Interview
3	Experience		
3 a)	Previous work experience in campus security or relevant experience	1	Application Form / Interview
3 b)	Knowledge of campus strategies including Car Parking	1	Application Form / Interview
3 c)	Experience of managing staff	1	Application Form / Interview
3 d)	Fire Safety Policy	1	Application Form / Interview
3 e)	To act as Fire Marshall as required.	1	Application Form / Interview
4	Personal Qualities		
4 a)	A positive flexible approach to work	1	Interview
4 b)	A high standard of self-discipline	1	Interview
4 c)	A strong customer focused approach	1	Interview
4 d)	The ability to prioritise workload of self and others	1	Interview
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University	1	Interview
5 b)	Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act, Prevent and the Bribery Act	1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 d)	Available to work flexible and travel as appropriate in order to meet the needs of the services	1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Please note it is normally expected that a new appointee will commence at the bottom of grade.

