

## **Security Officer**

### **Introduction**

University of Bolton Security Services Strategy provides a framework for managing the security of the campus, staff, students, and visitors. The strategy will minimise risks and ensure the University has systems, policies, procedures, and measures in place so that all users of the campus can conduct their activities in a safe and secure environment.

### **Purpose**

To undertake security activities and be able to contribute to the consistent delivery of a first-class security service provided by the University, and to maintain a safe and secure environment, which then enables the Security Services department to prevent crime and anti-social behaviour whilst keep students, staff, contractors, and visitors safe from harm.

To achieve this by proactively responding to threats, risks, and harm, which includes understanding of the University incident command and control and by engaging with debriefing for continuous improvement purposes, executing daily operational security tasks, escalating appropriately, and working to best practice standards.

### **Values**

Respect –This means respecting each other, excellent communication, valuing contributions, respecting differences, and supporting one another.

Collaboration - This is all about teamwork and remembering that we are all working towards the same goal. It is also about how we work with our clients and their other suppliers. We are one team!

Integrity - This is about being honest, reliable, and trustworthy and always delivering on promises.

Innovation - This is about striving to always improve, working smarter, producing innovative ideas, and having the confidence to share them. At the same time, it is about embracing change.

Excellence - This is all about striving to be the absolute best brand ambassador, exceeding expectations to build value and give us and our clients a real competitive advantage.

Trust - This is all about being consistent, organised, and reliable. It is also about doing what you say you are going to do and not promising what you cannot deliver.

### **Job Specification**

- Patrol premises regularly to maintain order and establish presence.
- Monitoring and analysing CCTV camera footage.
- Authorise entrance of vehicles or people in the property
- Guarding valuables in a secure area.
- Protecting the company's assets relative to theft, assault, fire and other safety issues
- Respond to alarms by investigating and assessing the situation
- Investigate people for suspicious activity or possessions
- Communicating any irregularities with management.
- Secure all exits, doors and windows after end of operations
- Keeping an incident report record.
- Following procedures for various initiatives including fire prevention, traffic control and accident investigations
- Checking visitors in and out of the area.

- Escorting visitors around the premises.
- Ensuring compliance with government regulations

The University Security Strategy sets out the strategic imperative that security arrangements are in place that provide a visible deterrent, ensure a safe, secure environment whilst as an 'open' access HEI enabling work and study to continue with the minimum amount of disruption Security services are expected to deliver a comprehensive, proactive and customer-focused service, prioritizing the safety and security of all campus users, buildings and assets on a number of sites across Bolton.

To assist this the University is seeking 3 suitable individuals to operate as Security officers managing delivery of services across a number of sites on a 24/7 rota basis. The need to be vigilant, visible and approachable is essential in prioritising the safety of our stakeholders and assets

The ability to be flexible regarding working hours and a customer service focus are essential. Good interpersonal skills and a professional, courteous approach are essential requirements for these roles.

Uniform Provided

Salary: £10.90 per hour (real living wage)

An SIA license (Door Supervisor and CCTV) is an advantage, but full training will be given to the right individual with the expectation of obtaining the relevant license within 6 months of joining.

Must have a Full UK Driving license

Must be able to understand instructions and be able to communicate effectively (Read, write, speak, and understand English) with students, staff and be able to use a radio.