



UNIVERSITY OF LEEDS

CANDIDATE BRIEF
Security Officer



Salary: Grade 3 (£17,682 - £19,133 p.a.) plus current Security Services weighting allowance of £3,300 p.a.

Reference: FDSEC1025

Closing date: 8 March 2020

Security Officer

Security Services, Facilities Directorate

Are you passionate about delivering excellent customer service? Are you looking for a challenging and varied role? Do you want to be part of a Security service that ensures the safety of University staff, students and visitors, property and equipment, 24 hours a day, 365 days a year?

We are looking for a professional, proactive and highly motivated individual to join our Security team. Working as part of the team your key focus will be ensuring the security and safety of University personnel (including students, staff and visitors), property and equipment. As a member of the Security Services team you will also be part of Estates and the Facilities Directorate, providing a quality service to students, staff and members of the public.

Reporting to the Shift Manager/Supervisor your role will be varied with new challenges and each day. Our main university campus, where the majority of our activity is based is located on edge of Leeds city centre, and with 33,000 students and 8,000 staff it is home to a vibrant and diverse community. Patrolling our campus and other university properties across the city, you will help staff, students and visitors, responding quickly to alarms, disturbances or incidents in a calm and professional manner.

A flexible approach is important as you will be required to work a rotating shift pattern, agreed on an annual basis, which includes day, weekend and night shifts.

We welcome and encourage applications from all sections of the community. For this role we would particularly welcome applications from women, as they are underrepresented within the Service. We will select the best candidate solely on the basis of merit and ability to do the job.



What does the role entail?

As a Security Officer your main duties will include:

- Patrolling on campus, including traffic patrols on University campus and other University of Leeds properties ensuring the security and safety of all University personnel, students and visitors;
- Responding quickly to fire, panic and intruder alarms and dealing with any disturbances including trespassers, crimes or incidents on our property;
- Providing support to university events, ensuring visitors are welcomed to the campus and have a safe and enjoyable experience;
- Responding appropriately to the report of crimes or incidents, taking steps to preserve crime scenes, liaising with the Police, and detaining individuals where necessary;
- Dealing with incidents and security issues in accordance with University of Leeds security operating procedures, and providing first aid if required;
- Checking of buildings for signs of break-in, responding to building maintenance problems and reporting any health and safety hazards accordingly;
- Attending any instances of undesirable behaviour, using a calm and professional manner to try to diffuse situations; reporting such behaviour to the Shift Manager/Supervisor;
- Working in the security control room, monitoring the alarm and CCTV systems, dealing with general enquiries, emergency calls and customers at the Security Office counter;
- Maintaining and compiling accurate records, written incident reports and witness statements where appropriate and filing them accordingly;
- Providing support to Residential site Wardens/Duty Sub-Wardens in the event of any anti-social behaviour or student welfare incidents and report all instances to the Shift Manager/Supervisor;
- Wearing appropriate personal protective equipment (PPE) clothing/equipment provided by the University, at all times;
- Engaging with ongoing training and development, as required by the role.



These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Security Officer you will have:

- A full current driving licence (manual vehicles) and the ability to drive vehicles in a safe manner, to patrol university properties;
- Experience of working in a customer related role and interacting with the public;
- Excellent interpersonal skills and the ability to communicate with people at all levels;
- Good written skills with experience of completing accurate written records and reports;
- Good IT skills with the ability to use e-mail software packages (e.g. Microsoft Office);
- The ability to demonstrate good customer care skills with a commitment to providing excellent customer service;
- The ability to work with minimum supervision but also as part of a wider team;
- Demonstrable behaviours in line with the University of Leeds values.

You may also have:

- SIA level 2 Award in Security Guarding/or Door Supervision;
- Experience of working in a security related role;
- Valid First Aid Certificate.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23:59** (UK time) on the advertised [closing date](#).



Contact information

If you have any queries about the role, please contact:

Malcolm Dawson, Security Services Manager

Email: m.dawson@leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our [Accessibility](#) information or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

This post requires a basic criminal record check from the Disclosure Scotland, and any equivalent overseas authorities where relevant. The successful candidate will be required to give consent for the University to check their criminal record status. All applicants are required to make a self-declaration where applicable.

Any offer of appointment will be subject to the University being satisfied with the outcome of these checks, in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

