



New College Durham

JOB DESCRIPTION

Job Title:	Security Officer
Grade:	Support Grade B
Hours:	37 hours per week (pro rata)
Location:	Framwellgate Moor Campus
Department:	Estates and Facilities
Accountable to:	Security Co-ordinator

Job Purpose

To assist in the provision of monitoring and development of an effective **24-hour** security service throughout the year for New College Durham and ensure the timely and effective delivery of designated activities at the College.

Key Result Areas

1. Ensure the effective provision of security of the College by undertaking designated tasks for example:
 - Undertake security patrols as directed
 - Opening and closing rooms as directed or requested
 - Undertaking security checks of suspicious individuals
 - Opening and closing buildings as directed or requested
 - Escorting cash as directed
 - Provide assistance to staff
 - Co-ordinate parking facilities as and when required
 - Assist other colleagues, e.g., maintenance staff
 - Monitor Alarm Systems
 - Act as fire Warden
 - Coordinate emergency services access to site
 - Provide first aid treatment as required
 - Assist with emergency/contingency plans
2. Ensure the effective implementation and utilisation of all systems of work to ensure that a quality security service, which conforms to best practice and audit requirements as appropriate is delivered
3. Provide advice and guidance on security matters as appropriate.

4. Ensure the effective completion of security documentation (e.g. incident/security reports)
5. Give a prompt and effective response to any security threat (e.g., responding to alarms, requests for assistance etc.)
6. Provide essential first aid to staff, students and visitors as and when required.
7. To monitor remote security sensor equipment and operate radio and other communication systems including the monitoring of all CCTV.
8. Ensure inspections and surveys are carried out as directed.
9. Assist in energy management by reporting all unnecessary lighting, heating, taps left turned on and closing windows out of hours.
10. Monitor and record defects observed during security patrols throughout College properties and grounds, reporting any damage to the Helpdesk.
11. Ensure that the college Security Policy for management and control are employed effectively within the areas of responsibility.
12. Ensure the production of reports as and when directed by Line Manager.
13. Any other duties commensurate with the grade and status of the post

General Responsibilities

1. To promote the mission, vision and values of New College Durham
2. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
3. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
4. To be responsible for actively identifying own development needs
5. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.

Variation in the Role

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above

are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

Equality and Diversity

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.

Commitment to Safeguarding Vulnerable Groups

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.



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PERSON SPECIFICATION

Job Title: Security Officer

Assessed by key:

1. Application form
2. Interview
3. On the job
4. Skills test

In order to progress through the recruitment process you must be able to show how you meet each of the criteria at ALL of the "assessed by" stages stated.

Knowledge & Experience	Assessed by	Essential	Desirable*
Two years relevant experience undertaking security or similar duties for either private or public organisation	1	✓	
English and Maths at Level 2 (GCSE / O Level, Grade C/4 or above) or equivalent	1		✓
Information Technology qualification at level 1 or above, e.g. ECDL, CLAiT	1		✓
A working knowledge of the Security Industry requirements for premises security measures and conflict management	1, 2	✓	
Experience and working knowledge of the monitoring of security alarms and systems including the use of CCTV equipment	1	✓	
Holder of a current UK driving licence	1	✓	
Holder of a current first aid certificate**	1		✓
Skills		Essential	Desirable
A proven track record of being able to prioritise and work independently	3	✓	
Ability to communicate effectively in a professional manner with staff, students and members of the public in person, by phone or by correspondence	1, 2	✓	
The ability to resolve problems and to improve own performance	2	✓	
Possess a commitment to provide an excellent service to both internal and external customers	2, 3	✓	
Demonstrate the ability to work with accuracy and attention to detail in a constantly changing environment	2	✓	

Suitable to work with young people and vulnerable groups	2	✓	
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* For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

**This qualification may not be present on appointment, but must be obtained within six months of appointment. Where the qualification is withdrawn or withheld a six months qualification period will be provided to allow the individual to re-obtain the qualification.

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

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