UNIVERSITY OF LEICESTER

Job Summary

Job Title:	**Security Patrol Officer – 24/7**
Grade:	**2**
Salary:	**£24,711 - £24,875 (Shift allowance excluded, will be discussed at the interview stage)**
Department:	**Campus Services, Division of Estates & Campus Services**
Hours/Contract:	**35/wk, Permanent Full Time contract**
Job Family:	**Community & Operational**
Reference:	**14135**

Role Purpose

To provide a professional, visible and responsive 24/7 security presence across the University estate, helping to maintain a safe, secure and welcoming environment for students, staff, visitors and the wider University community.

The Security Patrol Officer will undertake regular foot and vehicle patrols across university sites, identifying and responding to security concerns, anti-social behaviour, suspicious activity, student welfare concerns and health and safety risks. Patrol Officers provide a visible presence at key locations and extend their coverage to more remote University locations and student accommodation during later shifts.

Main Duties and Responsibilities

- Protect people and property by proactively identifying risks and responding appropriately to reported security incidents.
- Provide reassurance and assistance to students, staff and visitors, delivering a professional, approachable and respectful security service.
- To provide mobile and static duties in line with the security demand, such as at the Library and Gate 5.
- Support crime prevention and campus safety, identifying suspicious behaviour, anti-social behaviour, security vulnerabilities and other potential risks.
- To support Control Room operations including entrance barriers. Direct and control vehicle movement on the Estate.
- To carry out other such duties as directed commensurate with the role of security.
- Respond to incidents and emergencies, working effectively with the Security Control Room and, where required, police and other external agencies.
- Support the University community, providing security advice and guidance while treating people with respect and communicating appropriately.
- Contribute to a 24/7, 365-day security operation, maintaining a consistent service during evenings, nights, weekends and University closure periods.

Athena Swan Silver Award · Race Equality Charter Bronze Award · disability confident LEADER · LGBT+ 2020 - 2021 AWARDEE ORGANISATION · Stonewall DIVERSITY CHAMPIONS

- Maintain a highly visible security presence through regular patrols across university sites.
- Supporting our student support services team by attending welfare concerns to students when requested/required in line with training provided (First aid and mental health first aid).

Skills, Abilities and Competencies

Essential

- Has a positive, can-do attitude*
- Can deliver excellent Customer Service*
- Must hold a **full manual UK** driving licence*
- Can demonstrate the ability to assimilate information and communicate effectively both verbally and in writing.
- Good interpersonal skills.
- Can demonstrate an understanding of diversity and equality issues.
- Ability to take control of a developing situation.
- Has computer skills including email, Microsoft Word, Outlook.

Criteria to be used in shortlisting candidates for interview

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Additional Screening Requirements

This role is subject to satisfactory completion of enhanced security screening due to the nature of the role and environment in which the post holder will be working. The level of screening currently required is in accordance with BPSS guidelines however the University reservices the right to change this should it be deemed necessary to safeguard both the institution and its employees.

Supporting University Activities

As a University of Leicester citizen, you are encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance

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University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Freedom of Speech

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.