



**Job Title:** Security Patrol Officer – 24/7  
**Grade:** 2  
**Salary:** £23,591 - £23,758 per annum. Inclusive of shift premiums equates to £28,110 - £28,277 per annum  
**Department:** Campus Services, Division of Estates & Campus Services  
**Hours/Contract:** 35/wk, Permanent Full Time contract  
**Job Family:** Community & Operational  
**Reference:** 13362

**Role Purpose**

To deliver a professional customer focused security service to University staff, students and visitors in order to provide a safe and secure environment.

Main Duties and Responsibilities	% Time
<ul style="list-style-type: none"> <li>To provide visible foot and mobile patrols of the University buildings and estate to reassure staff, students and visitors and deter criminal activity and antisocial behaviour.</li> </ul>	20
<ul style="list-style-type: none"> <li>To attend incidents as directed in support of staff, students and public, including first aid incidents. Provide a written security report including criminal, anti-social, accidents and other reported incidents.</li> </ul>	20
<ul style="list-style-type: none"> <li>To provide mobile and static duties in line with the security demand, such as at the Library, Gate 5 and accommodation sites.</li> </ul>	40
<ul style="list-style-type: none"> <li>To offer advice and assistance to staff, students and visitors in protection of their safety, including security led events and initiatives</li> </ul>	10
<ul style="list-style-type: none"> <li>To support Control Room operations including entrance barriers. Direct and control vehicle movement on the Estate.</li> </ul>	5
<ul style="list-style-type: none"> <li>To carry out other such duties as directed commensurate with the role of security.</li> </ul>	5





## Skills, Abilities and Competencies

### Essential

- Has a positive, can-do attitude\*
- Can delivery 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 equity 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***

## Contract Information

This is a permanent position and is available immediately.

## Working Hours

35 hours per week on a shift pattern covering the hours 07:00 – 15:00, 15:00 – 23:00, 23:00 – 07:00 Mon-Fri & 07:00 – 19:00, 19:00 – 07:00 Weekends. 7 days a week, including public holidays, University closure days.

## 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 reserves the right to change this should it be deemed necessary to safeguard both the institution and its employees.

## 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 Information

We are looking for people with a positive, can-do attitude, good timekeeping and can deliver fantastic customer service, the rest we can train! Once you start work with us, there are great opportunities to develop your career and progress with some fantastic benefits along the way; these include:

- 27 days annual leave
- 8 bank holidays and 6 closure days where you either work them and receive enhanced pay or have them off as additional holiday!
- You work an average 35-hour working week and so colleagues either boost their income by working overtime or take on a second job to suit their needs.
- Pension Scheme
- Discounted gym membership

You will be working as part of a diverse award-winning security team with a focus on providing safety and support to our wonderful student and staff community. Are you fed up of doing the same old thing every day? Have no fear; no two days are the same in our team!

## Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

## 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

## 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 equity 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 equity, diversity and inclusion.





UNIVERSITY OF  
**LEICESTER**

## Job Summary

