

Candidate Brief

Patrol Officer

Reference: R190174

Salary: £17,079 - £19,202 per annum plus 15% shift allowance [grade 4]

Contract Type: Continuing

Basis: Full Time

Closing Date: 23.59 hours BST on Wednesday 29 May 2019

Interview Date: To be confirmed

EXCELLENT
DIFFERENT
DISTINCTIVE
ASTON



Job description

Directed by the Head of Security and Emergency Planning, through Security Managers and / or Team Leader (shift supervisor), your role is to protect users of the University, as well as prevent damage to or loss of University property. To ensure as far as possible that Aston University Campus are a safe and secure environment for students, staff and visitors.

Main Duties/Responsibilities:

- ▶ To carry out patrol duties to prevent and detect damage to or loss of University and private property.
- ▶ Prevent improper and disorderly conduct or other breaches of University and Residences Rules and Regulations.
- ▶ Respond to welfare, support and safe guarding issues as appropriate, completing detailed reports as required in line with University procedure and training.
- ▶ To assist with the detection and prevention of fire and have a thorough knowledge of the whereabouts and method of use of all firefighting appliances.
- ▶ Take appropriate action in all cases of emergency, including first aid.
- ▶ To report any Health and Safety issues when discovered.
- ▶ Engage with staff, students and visitors promoting the safe and secure University environment.
- ▶ To take initial action relating to breaches of University and Residences rules and regulations completing detailed reports as required.
- ▶ To ensure security and accessibility of university buildings by assisting in open up and lock down procedures.
- ▶ To challenge unauthorised access or exit attempts, recording details and referring alleged offenders for action if necessary.
- ▶ To ensure Aston Staff, Students and visitors produce their identification cards as required by University policy.
- ▶ To receive lost and found property in line with Security Department Policy.
- ▶ To assist residents with lock outs out of hours in line with Residential procedure.
- ▶ To support out of hours Residential Tutors team.
- ▶ Any other duties deemed appropriate to the post.
- ▶ There is a requirement in this role to be able to patrol the indoor and outdoor areas of a large central, city, campus and respond with speed in a timely manner.
- ▶ You will be required to wear branded uniform (supplied) including Personal Protective Equipment.
- ▶ Nightworking is required for this role.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	GCSE standard or equivalent. Basic qualifications in English and Numeracy.	Application form
Experience	Proven experience of working in front line customer focused environment within a diverse community Previous experience of preparing written documents. Previous experience of working successfully in a team and working independently under own initiative.	Application form and interview
Aptitude and skills	List any essential aptitudes or skills the applicant must have. Good communication skills. Proactive and ability to use own initiative. Ability to work alone and make own decisions with due reference to department processes and procedures. Good working knowledge of ICT including Microsoft office and the internet.	Application form and interview
Other	Flexibility in hours worked. Ability to work the required shift rota. (including nights / weekends / bank holidays) To undertake and achieve DBS (Disclosure and Barring Service) disclosure. The post is non-sedentary, and involves considerable walking across a large campus during the course of a shift in order to respond to incidents in a timely manner.	Application form and interview

	Desirable	Method of assessment
Education and qualifications	Current holder of First Aid qualification with additional de-fib training. Hold a SIA Licence	Application form and interview
Experience	Report writing and investigation skills.	Application form and interview
Aptitude and skills	Negotiation and problem solving skills.	Application form and interview

How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>. Applications should be submitted by 23.59pm on the advertised closing date. All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted. If you require a manual application form then please contact the Recruitment Team via recruitment@aston.ac.uk.

Contact Information

Enquiries about the vacancy:

Name: Caroline Bluck

Job Title: Head of Security

Tel: 0121 204 4269

Email: C.R.BLUCK@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@aston.ac.uk or 0121 204 4500.

Additional Information

Visit our website <https://www2.aston.ac.uk/staff/hr> for full details of our salary scales and benefits Aston University staff enjoy

Salary Scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-pensions-and-benefits/salary-scales>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/payroll-pensions-and-benefits>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK: Candidates who are not citizens of the United Kingdom, or another EEA member country, should check their eligibility to enter or remain the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English language standards. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection Act 1998: Your personal data will be processed in compliance with the DPA and from 25 May 2018 with the GDPR. The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff/hr>

