



IMPACT

Campus Safety Officer

Reference: 0368-23

Grade: Grade 6

Salary: £30,179 to £32,988 per annum, depending on experience (inclusive of 15% shift allowance and 3.5 hours compulsory overtime per week)

Contract Type: Permanent

Basis: Full Time (40 hours per week)

Job Description:

Job Purpose:

Directed by the Head of Security, through Security Manager 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 the Aston University Campus are a safe and secure environment for students, staff and visitors.

Main Duties/Responsibilities:

- ▶ Take appropriate action in all cases of emergency, including first aid.
- ▶ Respond to welfare, support and safe guarding issues as appropriate, completing detailed reports as required in line with University procedure and training.
- ▶ To carry out patrol duties, both indoor and outdoor areas of a large central city campus, to prevent and detect damage to or loss of University and private property in a timely manner.
- ▶ Engage with staff, students and visitors promoting the safe and secure University environment.
- ▶ To assist with the detection and prevention of fire and have a thorough knowledge of the whereabouts and method of use of all firefighting equipment.
- ▶ Prevent improper and disorderly conduct or other breaches of University and Residences Rules and Regulations.
- ▶ To report any Health and Safety issues when discovered.
- ▶ To support in all areas of Control Room duties, including CCTV monitoring systems when control room officer is it on duty and in line with current legislation.
- ▶ To take initial action relating to breaches of University and Unite accommodation 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 support in customer service reception enquiries such as access support, key issue & guidance.
- ▶ To receive lost and found property in line with Security Department Policy.
- ▶ To ensure Aston Staff, Students and visitors produce their identification cards as required by University policy.

- ▶ To assist residents with lock outs out of hours in line with Residential procedure.
- ▶ To support out of hours Residential Tutors team.
- ▶ Occasional signage support around campus.
- ▶ Any other duties deemed appropriate to the post.
- ▶ Will be required to wear branded uniform (supplied) including Personal Protective Equipment.
- ▶ Night working & shift work is required for this role including bank holidays.

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.

This post requires an Enhanced DBS check.

Person specification

	Essential	Method of assessment
Education and qualifications	GCSE standard or equivalent. Basic qualifications in English and Numeracy. Hold a SIA Door Supervisors Licence, and CCTV Licence.	Application form
Experience	Proven experience of working in front line customer focused environment within a diverse community.	Application form and interview

	Essential	Method of assessment
	<p>Previous experience of preparing written documents.</p> <p>Previous experience of working successfully in a team and working independently under own initiative.</p> <p>Previous experience working in a security control room with CCTV systems.</p>	
Aptitude and skills	<p>Good communication skills.</p> <p>Proactive and ability to use own initiative.</p> <p>Ability to work alone and make own decisions with due reference to department processes and procedures.</p> <p>Good working knowledge of IT including Microsoft office and the internet and reporting systems.</p>	Application form and interview
Other	<p>Flexibility in hours worked.</p> <p>Ability to work the required shift rota. (including nights / weekends / bank holidays)</p> <p>To undertake and achieve DBS (Disclosure and Barring Service) disclosure.</p> <p>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.</p>	

	Desirable	Method of assessment
Education and qualifications	Current holder of First Aid qualification with additional de-fib training.	Application form

	Desirable	Method of assessment
Experience	Report writing and investigation skills.	Application form and interview
Aptitude and skills	Negotiation and problem solving skills.	Application form and interview

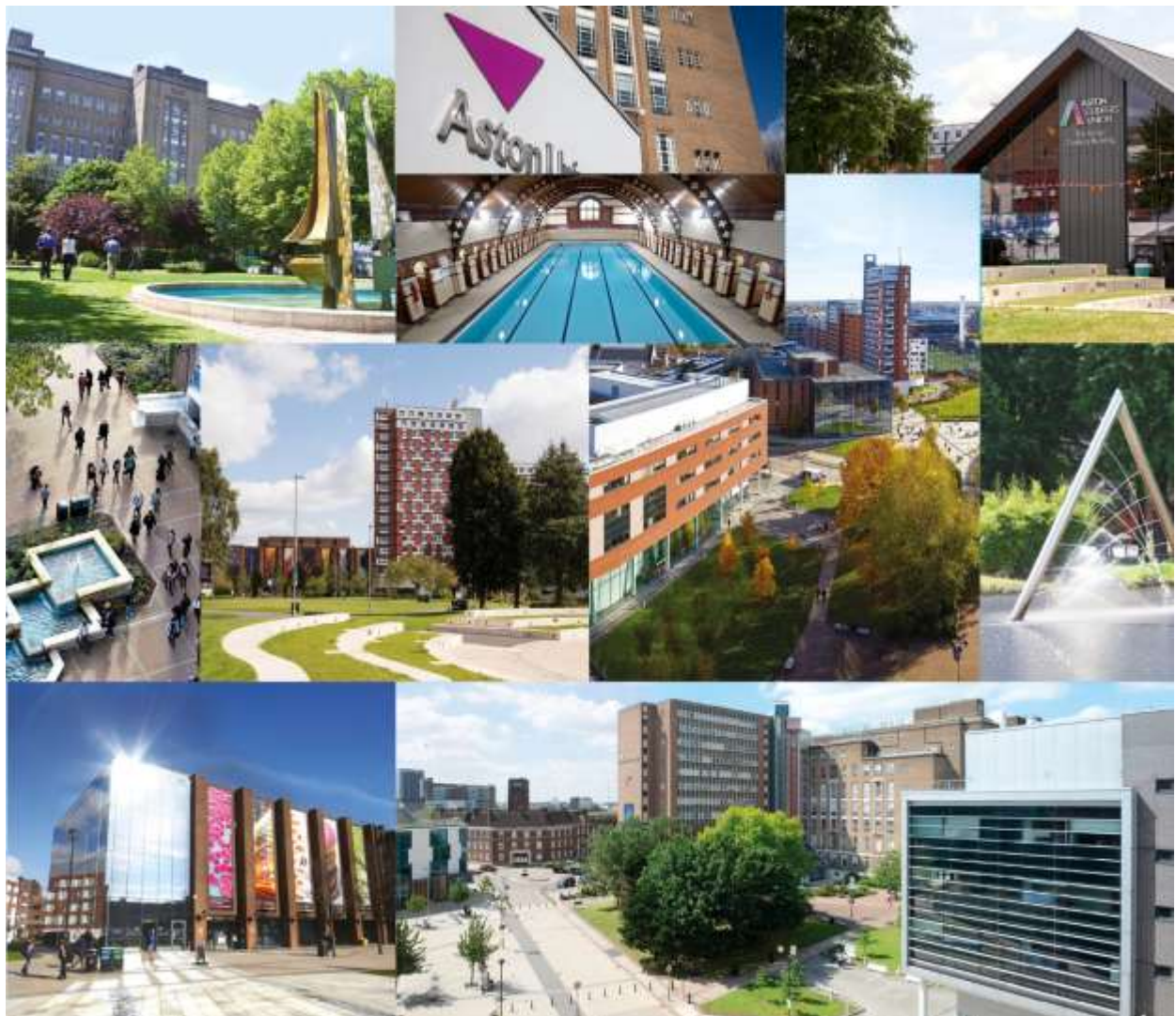
How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59 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 jobs@aston.ac.uk.



Contact information

Enquiries about the vacancy:

Name: Mark Malkin

Job Title: Security Operations Manager

Email: M.A.MALKIN1@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

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

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/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-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

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:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage

<https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in 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 requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa

<https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

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: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("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-public/hr/policies>

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aston.ac.uk



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gets real.**