



**OPPORTUNITY**

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**Reference: 0447-24**

**Grade: Campus Safety Officer G06**

**Salary: £33,676 to £36,602 per annum, depending on experience**

**Contract Type: Permanent**

**Basis: Full time**

## Job description

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 and Responsibilities

- ▶ Take appropriate action in all cases of emergency, including first aid.
- ▶ Respond to welfare, support and safeguarding 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.

# Person specification

	Essential	Method of assessment
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>▶ GCSE standard or equivalent.</li> <li>▶ Basic qualifications in English and Numeracy.</li> <li>▶ Hold a SIA Door Supervisors Licence, and CCTV Licence.</li> </ul>	Application form.
<b>Experience</b>	<ul style="list-style-type: none"> <li>▶ Proven experience of working in front line customer focused environment within a diverse community.</li> <li>▶ Previous experience of preparing written documents.</li> <li>▶ Previous experience of working successfully in a team and working independently under own initiative.</li> <li>▶ Previous experience working in a security control room with CCTV systems.</li> </ul>	Application form and interview.
<b>Aptitude and skills</b>	<ul style="list-style-type: none"> <li>▶ Good communication skills.</li> <li>▶ Proactive and ability to use own initiative.</li> <li>▶ Ability to work alone and make own decisions with due reference to department processes and procedures.</li> <li>▶ Good working knowledge of IT including Microsoft office and the internet and reporting systems.</li> </ul>	Application form and interview.
<b>Other</b>	<ul style="list-style-type: none"> <li>▶ Flexibility in hours worked.</li> <li>▶ Ability to work the required shift rota. (including nights / weekends / bank holidays).</li> <li>▶ To undertake and achieve DBS (Disclosure and Barring Service) disclosure. The post is non-sedentary and involves considerable walking across a</li> </ul>	Application Form and Interview.

	Essential	Method of assessment
	large campus during the course of a shift in order to respond to incidents in a timely manner.	

	Desirable	Method of assessment
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>▶ Current holder of First Aid qualification with additional de-fib training.</li> </ul>	Application form.
<b>Experience</b>	<ul style="list-style-type: none"> <li>▶ Report writing and investigation skills.</li> </ul>	Application form and interview.
<b>Aptitude and Skills</b>	<ul style="list-style-type: none"> <li>▶ Negotiation and problem-solving skills.</li> </ul>	Application form and interview.

# How to apply

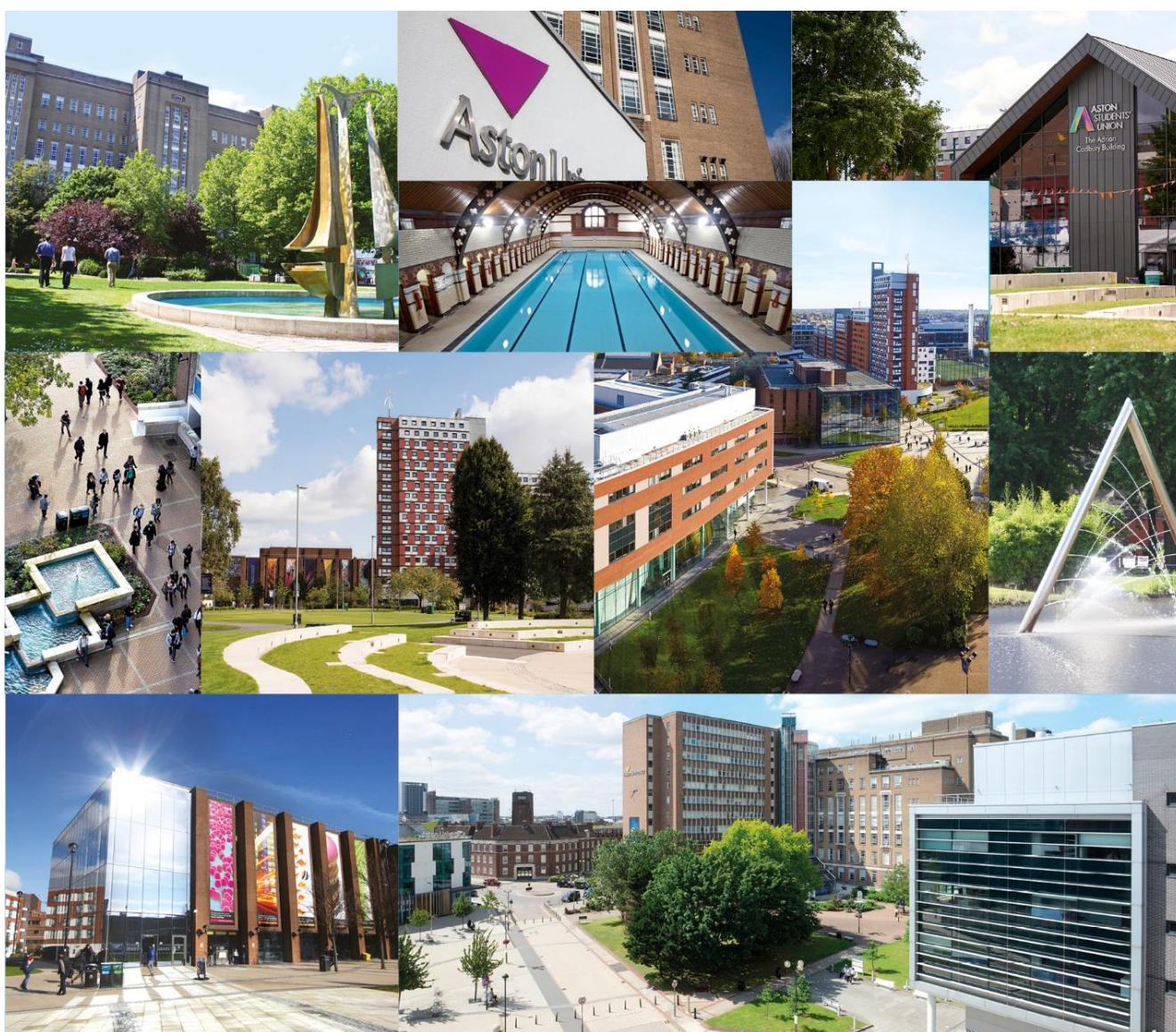
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

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 directly 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](mailto:recruitment@aston.ac.uk).



# Contact information

## Enquiries about the vacancy:

Name: William Morgan

Job Title: Head of Security Campus Services

Email: [w.morgan3@aston.ac.uk](mailto:w.morgan3@aston.ac.uk)

## Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@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:** [Benefits and Rewards | Aston University](#)

**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:** You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK.**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our [candidate immigration page](#).

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

**Academic Technology Approval Scheme (ATAS):** If you will conduct research in your role and you apply for a Skilled Worker or Temporary Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our [candidate immigration page](#).

## **Before you start and Right to Work**

### **90-day entry vignette**

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

### **Cost of Living - Estate and Letting Agents**

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The [Midland Landlord Accreditation Scheme](#) provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as [Rightmove](#) or [Zoopla](#).

**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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[www.aston.ac.uk](http://www.aston.ac.uk)



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