

### Job description and selection criteria

<b>Job title</b>	Security Guard (part-time)
<b>Division</b>	Medical Sciences
<b>Department</b>	Department of Pharmacology
<b>Location</b>	Mansfield Road, Oxford OX1 3QT
<b>Grade and salary</b>	Grade 2: £15,765-£18,031 per annum (pro rata)
<b>Hours</b>	Part time (21 hours per week (average))/0.5753 FTE)
<b>Working pattern</b>	Cover provided on a shift basis (alternate days): 4-9pm Mon-Thurs, 3-9pm Fri 8am-4pm Sat-Sun
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Paul Adams, Deputy Administrator (Buildings and Safety)
<b>Vacancy reference</b>	119504
<b>Additional information</b>	This post requires pre-employment Security Screening



*Committed to equality and valuing diversity*

*The Department of Pharmacology at Oxford holds a Bronze Athena Swan award. The Athena Swan programme supports good employment practices for women in Science, Engineering and Technology (SET).*

## **Introduction**

### **The University**

The University of Oxford is a complex and stimulating organisation, which enjoys an international reputation as a world-class centre of excellence in research and teaching. It employs over 10,000 staff and has a student population of over 21,000.

Most staff are directly appointed and managed by one of the University's 130 departments or other units within a highly devolved operational structure - this includes 5,900 'academic-related' staff (postgraduate research, computing, senior library, and administrative staff) and 2,820 'support' staff (including clerical, library, technical, and manual staff). There are also over 1,600 academic staff (professors, readers, lecturers), whose appointments are in the main overseen by a combination of broader divisional and local faculty board/departmental structures. Academics are generally all also employed by one of the 38 constituent colleges of the University as well as by the central University itself.

Our annual income in 2010/11 was £919.6m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £376m p.a., and more than 70 spin-off companies have been created.

For more information please visit [www.ox.ac.uk](http://www.ox.ac.uk)

### **Medical Sciences Division**

The Medical Sciences Division is an internationally recognised centre of excellence for biomedical and clinical research and teaching, and the largest academic division in the University of Oxford. It includes 15 clinical departments and 5 non-clinical departments.

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit [www.medsci.ox.ac.uk](http://www.medsci.ox.ac.uk)

### **Department of Pharmacology**

The Department of Pharmacology is based in the University's science area in the centre of Oxford. The Department houses around 220 researchers, postgraduate students and support staff, and has excellent facilities. The members of the Department, associated staff and visiting scientists are all engaged in the investigation of basic questions concerning the interaction of chemical substances with biological systems.

Research in the Department is focused on cell signalling, cardiovascular pharmacology, ion channel and molecular pharmacology and neuropharmacology. In many of these areas the Department plays a leading role in the international pharmacological community. The research of the Department has consistently been given a very high ranking in the Government's assessments of research in Universities and was rated first in the UK, within Biological Sciences, in terms of quality (ie greatest volume of 4\* work) and volume (the power ranking) in the recent Research Excellence Framework (REF) exercise.

For more information please visit: [www.pharm.ox.ac.uk](http://www.pharm.ox.ac.uk)

## **Overview of the role**

A part-time security guard is required as part of a team of two part-time guards in the Department of Pharmacology. Guards provide cover from late afternoon to 9pm Monday to Friday and from 8am-4pm at the weekends. The shift pattern is for each guard to work alternate days, with a weekly average working week of 21 hours, with an expectation that the postholder will cover staff absences and annual leave when required.

The successful candidate will provide a security, reception and surveillance service along with vetting, approving and logging visitors in and out. The candidate will require excellent communications skills and develop a good working relationship with Departmental staff and University Security Services. A flexible approach and good timekeeping skills are essential.

## **Responsibilities/duties**

- Present a professional and customer-orientated image of the Department of Pharmacology
- Act as the first point of contact for all visitors to the building, checking IDs and directing legitimate visitors accordingly. Answer telephone calls and direct appropriately.
- Respond to emergency situations in a calm and professional manner, escalating to other members of staff, University Security Services or other emergency services where appropriate.
- Maintain a log of activity and issues that can be reviewed by other security staff and the Deputy Administrator (Buildings and Safety)
- Work to a rota, including evenings and weekends, and provide additional cover for staff absences when required.
- Monitor alarm and warning systems, setting and unsetting where required and dealing with any incidents.
- Patrolling the building during shifts to monitor any unauthorised visitors and ensure that all systems are normal.
- Operation of CCTV systems and fire and intruder alarms.
- Regular radio checks to University Security Services according to Departmental procedure.
- Check at the end of every shift that everyone working in the building has the appropriate level of access and make sure that those without 24-hour access vacate the Department. Complete a lock-up patrol including: making sure all windows are closed and secure, all lights are off, all fridge/freezer doors are closed, all water taps are off, and all internal and external doors are locked and alarmed where necessary.
- Comply at all times with relevant legislation, eg the Health and Safety at Work Act, and all appropriate University policies and procedures.

## **Selection criteria**

### **Essential**

- Experience of working in a customer-focused/customer service environment
- Evidence of reliability and good timekeeping skills
- A flexible approach to shift working, including providing cover for other members of staff where required.
- Good communication skills, both in person and on the phone, including the ability to deal with people at all levels of the organisation and beyond.
- Ability to deal with the unexpected in a calm and professional manner and escalate problems to the appropriate authority where required.

- Evidence of working effectively within a team

### **Desirable**

- First aid qualification
- An industry recognised security qualification and/or training and experience

### **Working at the University of Oxford**

For further information about working at Oxford, please see:

[http://www.ox.ac.uk/about\\_the\\_university/jobs/supportandtechnical/](http://www.ox.ac.uk/about_the_university/jobs/supportandtechnical/)

### **Work-life balance and family-friendly policies at the University of Oxford**

The University aims to support all employees with parental or caring responsibilities to ensure that they are able to balance work and family life.

This website (<http://www.admin.ox.ac.uk/eop/parentsandcarersinformation/>) provides a hub of information for all parents and carers, with links to university policies, procedures and guidance, as well as details of the facilities and benefits offered to mothers, fathers and guardians of children. In addition, the website highlights university policies, as well as external sources of guidance. You are advised to read the university policies in full; and to see respective guidance on the Personnel Services website for full details. Views expressed on external websites are not necessarily endorsed by the University of Oxford.

### **How to apply**

If you consider that you meet the selection criteria, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a user. You will then be required to complete a number of screens with your application details, relating to your skills and experience. When prompted, please provide details of two referees and indicate whether we can contact them at this stage. You will also be required to upload a CV and supporting statement. The supporting statement should describe what you have been doing over at least the last 10 years. This may have been employment, education, or you may have taken time away from these activities in order to raise a family, care for a dependant, or travel for example. Your application will be judged solely on the basis of how you demonstrate that that you meet the selection criteria outlined above and we are happy to consider evidence of transferable skills or experience which you may have gained outside the context of paid employment or education.

Please save all uploaded documents to show your name and the document type.

All applications must be received by **midday** on the closing date stated in the online advertisement.

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk)

To return to the online application at any stage, please click on the following link [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk)

Please note that you will be notified of the progress of your application by automatic e-mails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all e-mails.