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Summary

Job title	Security Patrol Officer
Division	University Administration and Services (UAS)
Department	Estates Services – Security Services
Location	The Old Observatory, South Parks Road, Oxford
Grade and salary	Grade 2F: £27,825 - 28,997 per annum plus an additional 33% shift allowance, and an annual boot and clothing allowance of £249.24 (paid monthly)
Hours	Full time (42 hours per week)
Contract type	Permanent
Reporting to	Deputy Head of Security Services & Operations Manager
Vacancy reference	175787
Additional information	In accordance with the OUSS Personnel Security Policy a satisfactory basic Disclosure and Barring Service check is required for this post.

The role

To work as part of the University Security Services team delivering safety and security 24 hours a day, 365 days a year aimed at maintaining a safe and secure environment in which to work, study and visit. As a uniformed Security Patrol Officer, you will provide intelligence led foot and vehicle patrols of the city-wide University estate, delivering reassurance to staff, students and visitors whilst being a visible deterrent to those wishing to commit crimes or disrupt the University's day-to-day functions.

You will undertake all security duties in full compliance with the Estates Services Code of Conduct and deliver professional service to all staff, students and visitors to the University at all times. Work in partnership with colleagues who have a wealth of knowledge, experience and expertise to deliver a range of strategic and tactical security and safeguarding measures. Security Patrol Officers respond and resolve a wide-range of incidents that occur throughout University buildings, museums, parks and gardens and support the work of all emergency services, local authorities and charitable agencies. While conducting security patrols you will be required to identify and report any safety or security hazards that are likely to cause damage to University premises or, loss, damage or injury to persons including fire, flood, and intrusion. During control room duty you will be monitor communications and alarm from across the University Estate. You will utilise CCVT to monitor the estate, direct Security Patrol Officers to assist with the prevention of crime and incident as required. You will join an operational team working 12 hour shifts over three consecutive days and nights rolling shift roster, (three-day duties followed by three rest days, followed by three-night duties, three rest days).

Responsibilities

To carry out any of the following functions as required to maintain the security of the University.

- Wear the prescribed uniform and maintain a smart, tidy appearance at all times while conducting intelligence led foot patrols of University premises.

- Undertake to drive University owned cars and light vans not exceeding 3.5 tones to conduct intelligence led mobile patrols of the University estate and to provide an immediate response to reported incidents.

- As directed deploy to a range of University events and ceremonies undertaking a variety of physical and technical security duties appropriate to the event.

- Respond to information received on breaches of the University car parking conditions and take appropriate action.

- Carry out a full range of Control Room duties including;
  - monitoring the University's Central Alarm Monitoring System, ensuring a prompt and appropriate operational response to alarm activation and, where required, ensure the prompt referral to emergency services.
  - Operate the Command and Control Incident Management System complete accurate, timely and succinct incident logs that clearly describe the event, the operational response delivered and all relevant information.
  - Operate and monitor the CCTV (Closed Circuit Television System) ensuring full compliance with operating policy and procedures. Ensure any 'crimes in progress' observed through the system are immediately reported to the Police for their consideration and action.
  - Respond to requests from the Police Service to view CCTV recordings and, where required, prepare CCTV images for evidential purposes complying with University policy and procedures.
  - Operate and monitor the radio communications system, ensure radio transmissions are both accurate and professional at all times. Ensure the prompt response to any radio alarm activations received.
  - Answer all incoming telephone enquiries (Emergency and Non-Emergency) in a prompt, customer focused and professional manner.
  - Maintain security by monitoring and controlling physical entry to the security services operational premises.

- Actively participate in training programs and professional development designed to enhance individual and team performance.

- Undertake any other security related tasks commensurate with the requirements of the post.

Selection criteria

Essential selection criteria

- Demonstrate good interpersonal and customer service skills
- Demonstrate the ability and willingness to work as part of a team
- Ability to consistently apply attention to detail
- Sound, up to date computer literacy – Microsoft and web-based packages
- Competent in the use of a range of technologies that assist the day to day operations of the service
- Ability/preparedness to learn changing IT based systems and new technological developments
- Sound communication skills (written and oral) with the ability to provide routine information clearly and accurately
- A full UK or European driving license and able to drive a manual vehicle
- Maintain a reasonable standard of physical fitness and general health

Desirable selection criteria

- Knowledge/experience of operating a CCTV system
- Current First Aid qualification   .

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: https://www.jobs.ox.ac.uk/pre-employment-checks

Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Night working (11pm-6am)
- Lone Working
- Driving on University business

Additional security pre-employment checks

This job includes duties that will require additional security pre-employment checks:

In accordance with the OUSS Personnel Security Policy a satisfactory basic Disclosure and Barring Service check is required for this post.

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Estates Services

Estates Services is responsible for the management and strategic direction of Oxford University's functional and commercial estate within Oxfordshire. This comprises some 450 buildings and the infrastructure associated with them.

Estates Services has a broad and diverse remit covering:

- Development of the University's Estate Strategy
- Management of the University's functional estate (which includes laboratory and teaching facilities, offices, museums, and libraries) and housing for graduate students and staff;
- Facilities Management for a growing number of University buildings
- Management of the University Parks and Wytham Woods
- Management of the University's commercial, agricultural and residential land and property assets
- The development of capital building projects, running at around £60m - £90m per annum
- Repairs and maintenance of buildings and infrastructure (except IT and Telecoms)
- Programmes of refurbishment, replacement and minor works
- Reactive maintenance via the Helpdesk
- Environmental sustainability
- Space management and maintenance of space and property records
- Maintenance of a safe and secure physical environment for staff, students and visitors by Security Services (OUSS).

For more information please visit: http://www.admin.ox.ac.uk/estates

Security Services

The University Security Services were set up in 1993, to provide an around-the-clock service for all University Departments and buildings. The department currently provides a central alarm and CCTV monitoring service, supported by intelligence-led security patrols, and a mobile response capability to respond to any incidents. The security patrols of the estate are carried out to prevent crime and to reassure staff, students and visitors. Other responsibilities include management of car parking, security training for staff, crime awareness briefings for staff and students, crime prevention and reduction initiatives and security for VIP visits, major University ceremonial occasions and student demonstrations.

Security Services are located organisationally under the Director of Estates, and policy issues are considered by a panel of the University's Buildings and Estates Committee.

For more information on OUSS please visit: www.admin.ox.ac.uk/ouss

University Administration and Services (UAS)

University Administration and Services (UAS) is the collective term for the central administrative departments of the University. UAS comprises structures to:

Support the University's core academic purposes of teaching, learning and research;

Ensure the University can meet the requirements of government, funding bodies and other external agencies; and

Facilitate the attainment of the objectives set out in the University's Strategic Plan.

The offices of the UAS sections are spread across the city centre, with the main University Offices located in Wellington Square.

For more information please visit: http://www.admin.ox.ac.uk/

How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website https://www.jobs.ox.ac.uk/how-to-apply.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename

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

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Help and support is available from: https://hrsystems.admin.ox.ac.uk/recruitment-support

If you require any further assistance please email recruitment.support@admin.ox.ac.uk.

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy. The University's Policy on Data Protection is available at: https://compliance.admin.ox.ac.uk/data-protection-policy.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: https://hr.admin.ox.ac.uk/the-ejra

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: https://hr.admin.ox.ac.uk/the-ejra

There is no normal or fixed age at which staff in posts at **grades 1–7** have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See https://hr.admin.ox.ac.uk/staff-benefits

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and https://www.sport.ox.ac.uk/.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See https://welcome.ox.ac.uk/

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See https://hr.admin.ox.ac.uk/my-family-care

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see https://childcare.admin.ox.ac.uk/

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see https://edu.admin.ox.ac.uk/disability-support

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at https://edu.admin.ox.ac.uk/networks

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.