

Summary

Job title	Personnel Development Trainer (Security Services)
Division	UAS
Department	Estate Services - Security Services
Location	The post holder will be primarily based at the Old Observatory
Grade and salary	Grade 6: £34,982 - £40,855 per annum
Hours	Full time
Contract type	Permanent
Reporting to	The Head of Security Services
Vacancy reference	177783

The role

This role is to help maintain the safety and security to the Collegiate University by delivering training for University Security Services employees.

The full time in house trainer will deliver bespoke and industry standard training packages to University Security Services employees. This will include formal structure training in relation to security practices and legislation along with less formal 'tool box' style training related to technical systems used in support of operational response and service delivery. Training will continually develop and adapt to ensure it remains relevant to changes in security requirements and threats to the University. Encourage and develop opportunity for a range of training types, including; on line, interactive and in person. Deliver opportunities for broad based knowledge transfer and best practice between staff.

The role supports broader training such as customer service and staff development within the department of Estate Services and opportunities to deliver training to College staff to support cohesive relationships within the Collegiate University.

Flexible working

This full time post offers flexible working combining remote and on site working. The post holder will also be required to work on site at the Old Observatory to enable close working with colleagues. The number of on-site days will vary to suit the type and location of the training being delivered and will be agreed with the Head of Security Services.

Responsibilities

- Reporting to the Head of Security Services provide timely and relevant guidance on training and development requirements for the section that focus on deliver improved efficiency and effective response protocols in an operational setting.



- Maintain a working knowledge of all security related legislation, the UK government advice, guidance and training products including those relating to UK counter-terrorism legislation and security and understand University policy's and procedure in relation to security.
- Actively follow best practice examples used within the AUCSO (Association of University Chief Security Officers) and SIA (Security Industry Authority), bench marking effective training solutions.
- Plan and facilitate the delivery of exercises, for Major Incidents, Business Continuity and building emergency action plans and facilitate structured debriefs and report on key findings.
- Design and deliver effective induction training programmes for new staff and bespoke training opportunities to support staff development during employment.
- Introduce digital technology and interactive training aids to create and deliver a range of courses blending face-to-face and digital learning options.
- Promote a culture of continuous professional development, provide informal coaching for staff development, using one to one conversation to enhance an individual's skills, knowledge and performance. Support staff to prepare for annual performance and development reviews.
- Working with the Head of Estates Services Academy identify and deliver training packages to Estates Services staff including developing and building on the foundations of an imbedded customer services culture. Maintain staff training records and identify opportunities for mentoring.

Selection criteria

Essential selection criteria

- Experience in delivering a range of security related training packages.
- Sound knowledge of or experience in technical systems used in the security industry or by the emergency services.
- Excellent organisational skills in relation to planning one to one and group training, test and exercise and structure de-brief sessions and report on key findings
- The ability to assess individuals and group training needs, have the skills to support, encouraging, mentor and developing individual and teams and promote a culture of continuing professional development
- Excellent verbal skills with the ability to be innovative and creative while adopting best practice approach to training.
- Be knowledgeable and experience in a wide range of teaching methods including the use of technology to create and deliver a blended training and learning options.
- Competent in the use of a range of computer based packages including Microsoft office based products such as Word, Excel, Power Point, Outlook and Teams. Experience of presenting and formal report writing with the ability to work alone to research and produce training material.
- Experience in delivering training related to emergency and major incident, business continuity, customer service, conflict management and have the ability to support others with the production of written emergency reports and plans.

Desirable selection criteria

- Qualified in delivering SIA (Security Industry Authority) training packages and have a working knowledge of AUCSO (Association of University Chief Security Officers)
- Have a back ground in or good working knowledge of an operational control room and emergency response protocols.
- Experience in assessing and developing people (Level 3 or equivalent) qualification.
- Experience in Health and Safety legislation (IOSH Managing Safety or equivalent) qualification
- Possess a full manual UK or European driving licence.

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. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. 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:

- Office based lone working
- Driving on University business

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 development of the University's functional and commercial estate, comprising 440 buildings, and associated infrastructure. The University's functional buildings include specialist research buildings, teaching laboratories and lecture halls, sports facilities, libraries and museums, administrative and ceremonial buildings. Commercial properties include graduate accommodation, office space, warehouses and agricultural land and property.

The day-to-day responsibilities of Estates Services include managing the capital building programme, aimed at delivering world class new buildings; repairs and maintenance, including upkeep of some of the finest buildings in the city; facilities management for a number of University buildings; the provision of central services such as mail room services; maintaining a safe and secure physical environment; the allocation of space for departmental use; property acquisitions, disposals and leases; accommodation for graduate students at eight sites, as well as housing for key staff; conserving Wytham Woods and University Parks, and managing gardens and landscapes across the 5 estate; carbon reduction strategies across the University and helping staff and students to make sustainable workplace and travel choices.

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

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 tasks carried out include vetting and screening, 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

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.

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available 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 any qualification certificates and documents that evidence training experience **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.

If you currently work for the University please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving
- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

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

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly Darrell Moss, Head of Security Services and University Marshal, Darrell.moss@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 online recruitment portal 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 very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, 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 other grades 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, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

University Club and sports facilities

Membership of the University Club is free for University staff. It 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 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 dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://hr.web.ox.ac.uk/family-leave>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>.

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is 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.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>