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| Last updated: | 08/02/2016 |

**JOB DESCRIPTION**

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| Post title: | **Assistant Security Manager** | | |
| Academic Unit/Service: | Estates & Facilities/ Security Section | | |
| Faculty: | Professional Services |  |  |
| Career pathway: | MSA | Level: | 3 |
| \*ERE category: | N/A | | |
| Posts responsible to: | Deputy Head of Security | | |
| Posts responsible for: | Security Staff – Supervisors & Officers | | |
| Post base: | Office-based/Non Office-based (see job hazard analysis) | | |

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| To manage security staff and to implement security policies and procedures at all sites within the remit of the Head of Security |
| To ensure the provision of comprehensive, effective and efficient supervision and administrative support to a department and its’ external customers. Apply judgement and provide detailed, specialist advice and guidance as required. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | Responsible for the ongoing management of Security Supervisors and Officers including completion of staff appraisals. | 20 % |
|  | Managing the shifts rota, leave and absenteeism. | 30 % |
|  | Deputise for the Deputy Head of Security. | 5 % |
|  | Preparing statistics for the University’s management. | 5 % |
|  | Planning for and playing a role in University’s events including Ceremonies, exams, open days and other events as required. | 5 % |
|  | Responsible for all elements of Health and Safety and the point of contact for H&S audits. | 5 % |
|  | Undertake administrative actions for the security service including uniform acquisition. | 5 % |
|  | Supporting the Head of Security in regard to the provision of contract security staff. | 15 % |
|  | To take the lead (at the location) in response to incidents and events in regard to the security element. | 5% |
|  | Any other extraneous duties as may be required in the execution of the role. | 5% |

| Internal and external relationships |
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| To maintain a professional working relationship with all staff, students and visitors to the University and to be able to deal with those involved with security related incidents and issues efficiently. To represent the security service at interdepartmental or external meetings. |

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| Special Requirements |
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**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of HNC, A-Level, NVQ3 with proven work experience acquired in relevant roles and job-related training.  Able to apply a comprehensive understanding of relevant University systems and procedures and procedures, and an awareness of activities in the broader work area.  Ability to accurately analyse and interpret complex quantitative and qualitative data, presenting summary information in a clear and concise format.  Ability to make effective use of standard office computer systems including word-processing and spreadsheets. | A professional qualification in security.  An understanding of security issues within higher education including the Private Security Industry Act. | Qualification Certificates  Interview |
| Work related experience | Proven experience in a security based management role.  Evidence of a customer focused commitment and an ability to work unsupervised and using one’s own initiative.  Proven experience in the management, leadership and supervision of staff.  Working knowledge of Microsoft Office programmes. | Previous experience in a security supervisory capacity including CCTV.  Security Industry Authority qualified to door supervisor.  Experience in planning resources and producing statistics. | Interview |
| Planning and organising | Ability to plan and manage own workload and that of staff. Able to organise staff to meet variable demands. |  | Interview. |
| Problem solving and initiative | Able to identify and solve problems by applying judgement and initiative to tackle some situations in new ways and by developing improved work methods. |  | Interview. |
| Management and teamwork | Must be able to manage and organise staff showing positive leadership in problem solving and incident management. |  | Interview. |
| Communicating and influencing | Must be able to communicate both verbally and in writing at all levels with staff, students, visitors and external agencies. Including the production of management reports and statistics.  Able to elicit information to identify specific customer needs.  Able to offer proactive advice and guidance.  Ability to deal with sensitive information in a confidential manner. |  | Interview. |
| Other skills and behaviours |  |  |  |
| Special requirements | To manage a 24/7 service the post holder may be required to work outside normal office hours including during the night at weekends and bank holidays to support the security service’s needs.  Hold a full UK car driving license |  | Interview. |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work | **X** |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) | **X** |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling | **X** |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods | **X** |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) | **X** |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public | **X** |  |  |
| Lone working | **X** |  |  |
| ## Shift work/night work/on call duties | **X** |  |  |