

Job Description

Date: 23.06.25

Job title: Security Officer

Division: University

Reports to: Facilities Manager

Department: HEB1 MTUk

Job Purpose:

To provide an efficient, effective and professional security service .

Dimensions - Responsible for:

Accountabilities

To provide security services University buildings and from the FM office :

- As the first point of contact for visitors, staff and the public be professional, pleasant, friendly, courteous and helpful at all times whilst carrying out duties to the highest levels.
- Greet visitors and staff in a friendly and courteous manner.
- Manage internal security including access control and CCTV cameras, liaise with client security who are responsible for external and car park security
- To deal efficiently and effectively with emergencies including fire and bomb scares ensuring building occupants are kept fully informed at all times.
- Provide assistance to third party contractors / visitors ensuring all site procedures / policies are adhered too.
- To liaise closely with statutory authorities, dealing with incidents and the provision of information.
- Maintain continuous monitoring of site radio systems as applicable adhering to correct radio procedures at all times.
- Diligent management and maintenance of site records / reference materials including Health & Safety records, Incident Forms and the site occurrence book
- To ensure exemplary standards in personal grooming, strictly adhering to the site uniform requirements.

Key Performance Indicators

Knowledge, Skills and Experience required

Qualifications

Essential

Hold a current PSA licence.

Good standard of general education and qualifications.

Desirable

First Aid Qualification

Fire Warden

PC literate in Microsoft applications (including Outlook, Word, Excel & PowerPoint)

Experience

Proven experience within a similar role **(not less than 1 year).**

Have worked in an environment where confidentiality is important.

<ul style="list-style-type: none"> • Issue badges and maintain key control and visitor logs. • Conduct building patrols as required using Company Patrol Management system • Complete all required documentation in a professional manner • Operate CCTV and Alarms systems • Perform designated access control duties • Ensure building open/lock up is carried out as per procedures • Responsible for employee badge management. • Manage full Fire evacuation and emergency protocols (act as Fire Warden). • First Aid & Defibrillator trained • Ensuring work area is kept clean, tidy and free of any clutter. • Undertake any other reasonable duties as required to meet the needs of the business 		
<p>Competencies</p>	<p>Key Tasks</p>	
<ul style="list-style-type: none"> • Relationship Management • Leadership • Resilience • Impact and Influence • Working with others • Planning and Organisation • Results Orientation • Financial and Business awareness • Analysis and decision making • Continuous improvement 		
<p>Confirmation</p>		
<p>Signed: Date:</p>		

