

Chief Security Patroller

University Security Section

Job Reference: AO44516/AO44514



Chief Security Patroller

Salary:

£24,044- £26,642 pa - plus additional supplement of 25% of salary which equates to approximately (£30,055 to £33,303)

Contract:

Permanent

Location:

Cambridge

Department:

University Security Section

Working Pattern:

Full Time

Purpose of the role

The primary purpose of the University Security Section is to support the University's mission by ensuring a safe and secure environment for students, staff, and visitors, as well as protecting University property.

The Security Patroller plays a key role within the Security Section, working as an integral part of the team. The role holder will provide a range of security services, support, and assistance, operating 24 hours a day, 365 days a year.

Key responsibilities include monitoring alarms, responding to emergency situations and incidents across the University estate, and assessing situations to determine appropriate responses in line with established administrative and operational procedures.

The role holder will carry out duties within the University Security Alarm Receiving Centre and conduct security patrols across the estate, both on foot and in security vehicles.

Work will generally follow a structured programme of duties outlined in the relevant administrative and operational procedures. Additional tasks may be assigned by the duty Security Supervisor or Management Team, especially during night shifts or weekends when a supervisor is not immediately available but is on-call.

This position involves shift work, requiring the role holder to work unsociable hours and weekends. As a result, a supplement of approximately 25% of the base salary will be applied to this position

Key Responsibilities

Security Control Centre Duties

The role involves performing tasks within the Security Control Centre according to established administrative and operational procedures, including:

- Monitoring over 800 alarm systems, such as fire, intruder and environmental alarms.
- Monitoring equipment for fire alarm systems throughout the University and liaising with Cambridgeshire Fire and Rescue Service to ensure timely response. This includes contacting keyholders and directing security patrols to affected area.
- Monitoring and operating the extensive CCTV system.
- Responding to security alarms and incidents detected via CCTV, assessing situations, and taking appropriate action.
- Duties involve an element of supervisory and management responsibility when directing other members of the security staff to incidents and the need to contacting the appropriate keyholders.
- Interpreting, setting, and unsetting various alarm panels, particularly during night shifts and weekends when supervision may not be immediately available.
- Using the various IT and Security systems to acquire keyholders details and monitoring of security alarms.
- Checking the identification and validity of appropriate persons whilst undertaking security patrols in University buildings.
- Supervise and accommodate vehicle entry to a number of University sites as required, including the mechanical operation of barriers in times of malfunction.
- Operating Early Warning System for the Colleges.
- Answering telephone calls, taking accurate messages and generating computerised incident management reports
- Operating a dedicated radio communication system

Patrolling Duties of University Premises and Sites

To carry out patrols of University premises and sites in accordance with administrative and operational procedures over a 24 hours a day, including:

- Performing security duties across the University estate and addressing incidents, including protests and demonstrations.
- Conducting foot and mobile patrols on all University sites.
- Locking and unlocking buildings according to instructions.
- Responding to suspicious incidents, intruder alarms, fire alarms and building management system alarms throughout the University.
- Addressing with suspect/suspicious persons on University property.
- Responding to nuisance behavior and assisting Fire Service/Police when attending incidents on University sites.
- Assisting College Porters, out of hours when able to do so.
- Safekeeping of departmental keys that are required to enable response to incidents.
- Staying informed of crime trends in both the University and City Centre through local police networks.

Other Daily Duties

Day to day assistance given in the following situations:

- Involvement with ensuring the safety and security of University personnel and sites.
- Responding to reported incidents, such as suspicious packages.
- Assisting with the implementation of serious incident procedures when necessary.
- Granting access to authorised contractors on behalf of faculties or departments as requested.
- Assisting University staff who have locked themselves out of or into offices and buildings.
- Monitoring potential Health and Safety situation i.e. electrical and fire hazards, chemical spills and gas leaks; etc...
- Performing other security-related duties as assigned by supervisory or managerial staff.

Maintenance of Equipment - Day to day care of as per current instructions

- Maintenance of security vehicles.
- Maintenance of security equipment.
- Maintaining individual uniform as issued.

Other

- To be aware that the nature of the job means that the post holder is very much in a position of trust and will have access to confidential and sensitive material which should be managed in accordance with the General Data Protection Regulations.
- Performing other duties as required by the Head of Security or Deputy Security Operations Manager, provided they align with the grade of the post.

Person Specification

Criteria	Essential	Desirable
Education and Qualifications		
Educated to GCSE level grades A-C or equivalent.	✓	
Full clean driving licence.	✓	
Specialised Knowledge and Skills		
Security Guarding, Door Supervision and CCTV Operators certificates to meet the Security Industry Authority (SIA) standards for licensing.		✓
Knowledge of standard security and safety protocols		✓
Skills		
Strong organisational skills, work flexibly to prioritise and complete tasks effectively and efficiently, including dealing with complex requirements.	✓	
Excellent communication and interpersonal skills (oral and written), communicating effectively with staff and users at all levels, including those external to the organisation.	✓	
Ability to work as part of a team and independently when required.	✓	
The ability to follow established security protocols while using initiative and good judgement.	✓	
Proven ability to self-motivate and to work with limited supervision, acting positively with determination under pressure.	✓	
Competent in standard software packages e.g. Word and Outlook.	✓	
Attention to detail and accurate record-keeping when compiling computerised incident management report.	✓	
High level of confidentiality	✓	
Relevant Experience		
At least two years previous work experience in the Security industry or equivalent.		✓
Computer literate plus a basic operational knowledge of intruder and fire alarm systems.	✓	
Some technical knowledge and ability is required to operate the various items of equipment in use within the University Security Control Centre, and to identify and deal with problems when conducting patrols on University sites and departments.		✓
Previous work in a shift base system would be an advantage although not essential.		✓
Previous work experience, preferably with an involvement in team work, although still having the ability to work on own initiative, showing tact and diplomacy.	✓	
Additional Requirements		
Able to work weekends and unsociable hours as part of a shift rota. Some overtime or shift changes may be required to accommodate operational needs.	✓	
Role holder will be encouraged to attend courses in First Aid & Fire Safety, and to take basic job training in Security Guarding, Door Supervision and CCTV Operators certificates to meet the Security Industry Authority (SIA) standards for licensing.	✓	
Maintain a smart and professional appearance and provide excellent customer service as needed.	✓	

Terms of Appointment

Tenure and probation

The appointments will be made on a permanent basis. Appointments will be subject to satisfactory completion of a six-month probationary period.

Hours of Work and Working Pattern

The hours of work for the position are an average of 42 hours per week over a 4 week period incorporated within a shift based system.

Pension

You will automatically be enrolled to become a member of CPS (Contributory Pension Scheme) – a defined benefit and defined contribution pension scheme. For further information please visit: www.pensions.admin.cam.ac.uk/.

Annual leave

Full time employees are entitled to annual paid leave of 36 days inclusive of public holidays.

General information

Pre-employment checks Right to work in the UK

We have a legal responsibility to ensure that you have the right to work in the UK before

you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Health declaration

Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References

Offers of appointment will be subject to the receipt of satisfactory references.

Screening Checks

The role requires a basic disclosure/standard Disclosure and Barring Service (DBS) check. Any offer of employment we make to you will be conditional upon the satisfactory completion of these checks, whether an outcome is satisfactory will be determined by the University. The nature of this role means

that the successful candidate will also need to undergo a health assessment.

Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment.

Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, the Department Administrator, who is responsible for recruitment to this position.

The University

The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of first-class teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include the West Cambridge site, the North West Cambridge development and the growth of the Biomedical Campus in the south of the city. The North West Cambridge development includes the opening of a primary school – the first in the UK to be managed by a University. So we are deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.



About Us

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit students, provide student accommodation and deliver small group teaching.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching and conducting research.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

Stephen Toope, Vice Chancellor 2019



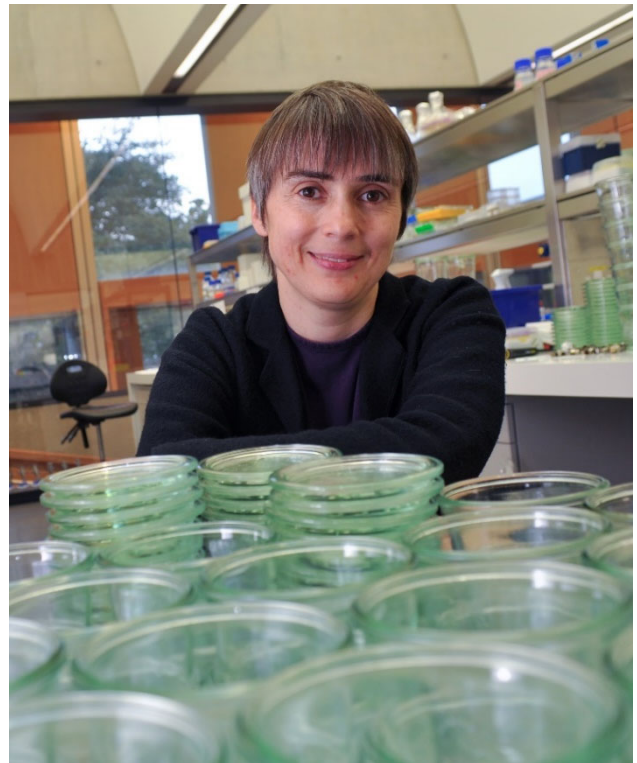
Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 18,000 students and over 16,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.



Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity networks for women, black and minority ethnic and lesbian, gay, bisexual and transgender staff. More details are available here: <http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter aware, with framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's Athena SWAN award recognises and celebrates good practice in recruiting, retaining and promoting women.

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances At the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the Visit Cambridge website.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge.

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit <https://www.accommodation.cam.ac.uk/>



What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a career break scheme for academic and academic-related staff, with additional flexible working policies for all other staff.

Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings. Payroll giving is also a simple, tax-efficient way for employees to make monthly donations to charity.



CAMbens employee benefits

We offer a CAMbens scheme for University employees, providing access to online and in-store shopping discounts and cashback. With more than 2,000 participating retailers, employees can save money on a wide range of household expenses, from groceries and clothes, to holidays and insurance and much more. A range of local discounts are also available, helping employees to save money whilst also supporting local Cambridge businesses and a CAMbens Cycle to Work salary sacrifice scheme is also available, which enables employees to save money on transport costs. A 10% discount rate on the purchase of train season tickets, bulk buy tickets and an interest free travel to work loan are also available for staff of the University.



What Cambridge can offer

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay and emergency family care support via My Family Care.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here:

<https://www.childcare.admin.cam.ac.uk/>

The Newcomers and Visiting Scholars Group is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Office of Postdoctoral Affairs supports the postdoctoral community within Cambridge. Further details are available here: <https://www.opda.cam.ac.uk/>

Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. There are many societies in Cambridge catering for almost every taste and interest. Whether you want to take part in a sport, participate in music or drama, pursue a hobby, or join a political group, you will almost certainly find that a society exists for this purpose. The University also hosts the [Cambridge Science Festival](#) and [Cambridge Festival of Ideas](#), as well as [Open Cambridge](#) weekend, which together attract over 50,000 visitors per year. The festivals are a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities. The encouragement of career development for all staff is one of the University's values and we put this into practice through various services and initiatives. Our Personal and Professional Development Department provides development opportunities and courses for all University employees. These include face-to-face sessions, online learning modules and webinars. Employees may also apply for financial support to undertake training that will lead to a qualification. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. The CareerStart@Cam programme also supports employees in assistant staff roles who do not hold higher education qualifications to develop their skills, experience and qualifications.



How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries are welcomed and should be directed to:

University Security Section: recruitment team

Email: security-recruitment@admin.cam.ac.uk