



## **JOB DESCRIPTION**

**Title of the post:** Security Officer  
[Permanent / Full Time]

**Department:** Estates and Facilities

**Reporting to:** Security and Portering Manager

### **The University**

#### **Background**

Harper Adams University is the leading UK Higher Education (HE) institution focused on the land-based and food supply-chain sectors with an important national role in these subject areas.

Situated on a single campus in rural and scenic Shropshire, the University, and its surrounding area, provide an excellent working and living environment for staff and students alike, yet the University campus is only one hour from the UK's second city of Birmingham. Around 3,000 HE students attend the University, primarily on sandwich courses which include a year-long industrial placement. Undergraduate and postgraduate degrees are offered. The University also welcomes individuals who wish to undertake CPD or similar professional training to support their careers in the agri-food chain and rural industries.

The University was founded by Thomas Harper Adams in 1901 on the original farmland of the Harper Adams Estate. The University estate includes amenity areas, woodland, and a commercial farm of 205 hectares; with rented land the total area farmed is approximately 640 hectares, spread over several locations with cereals, potatoes, forage maize and grassland carrying a dairy herd, sheep, beef, pig and poultry units.

The Privy Council awarded taught degree awarding powers to Harper Adams in 1996 and research degree awarding powers in 2006. Full University Title was granted by Her Majesty's Privy Council in December 2012. The University changed its legal status to that of a Company Limited by Guarantee in July 2012 and remains one of a small number of Universities which are Registered Charities. Her Royal Highness The Princess Royal became the University's first Chancellor in 2013.

#### **Academic Provision**

The University offers a wide range of courses including Foundation and Honours degrees, in addition to shorter awards designed to meet the continuing professional development needs of those already in the workplace. The subjects are wide ranging and cover Agriculture, Animal Studies, Business, Countryside, Engineering, Food and Land and Property Management. The University has also focused on developing its postgraduate education and research and there are a growing number of postgraduate students at both diploma, masters and PhD level.

Harper Adams has built up an international reputation for the quality of its courses and has achieved the highest possible ratings in recent Quality Assurance Agency reviews, and holds a Gold Teaching Excellence Framework (TEF) award. There is active encouragement of research and the University took part in the last Research Excellence Framework (REF) exercise. 56% of our submitted research was rated either internationally excellent or world leading and 100% was rated of international quality. Our extensive programme of research and education for professionals in the land-based and food chain sectors supports a

high profile of business and community reach-out work, short course delivery for businesses and technology transfer activities supported by strong industry links and partnerships with companies such as JCB and Marks and Spencer amongst many others.

## **Recognition**

Harper Adams is consistently positioned highly in a range of national ratings, performance measures and league tables.

In the period since 2011, Harper Adams has won six Times Higher Education Awards including Outstanding Fundraising Initiative (2014), and has been shortlisted for fourteen other THE awards. In 2018, the Times Higher has shortlisted the university for the prestigious title of University of the Year, putting Harper Adams in the top six universities in the country. The finals are in June 2018.

In the 2016 and 2017 Whatuni? Student Choice Awards, based on student reviews, Harper Adams took the title of University of the Year and won the Student Support and Job Prospects gold awards, plus silver and bronze in further categories. In 2018 the University was runner up for the University of the Year title and won 3 gold awards, 3 silver and 3 bronze. It is the only University to win Student Support since the awards began four years ago and has won the category for best job prospects for three years running and best courses and lecturers for two years running.

Harper Adams ranked second in the 2016 Times Higher Education Student Experience Survey. In the Times and Sunday Times Good University Guide 2017, the University was ranked 36th, the highest position yet achieved by a post-1992 university, and was awarded the title of Modern University of the Year. In 2017 it was the highest ranked modern University for the second year in a row. In the QS World Rankings for Agriculture and Forestry published in March 2018, Harper Adams was ranked second in the UK for academic reputation and second in the world for its reputation with employers.

## **Facilities**

Harper Adams has extensive, well-equipped facilities and is constantly investing in its campus. Facilities include a range of modern teaching facilities and an extensive library, a variety of IT suites including an engineering design centre, newly extended laboratory facilities, a field laboratory and a livestock project centre, a glasshouse complex, an agricultural engineering unit with a large covered soil working area and a number of sustainable technology installations. In 2013 a new teaching building and a new agricultural engineering innovation centre opened. In 2015/16 these were followed by two further buildings, one for veterinary services and one for entomology, and new halls of residence. Further new facilities opened in the period since 2017 include new laboratories, an Agri-Tech Innovation Hub and SMART Dairy Unit. Capital funding to support the development of many of these facilities has been provided through the work of the Development Trust. The University provides a range of training and professional development opportunities via its staff development programme.

## **Catering and Sports Facilities**

The University's Students' Union operates a small gym and squash courts that staff may use on the payment of a nominal fee. The University has an open-air swimming pool and bowling green that are available for staff use during the summer period and new tennis courts have recently been developed. A variety of University catering outlets provide access to lunch facilities on campus.

For further details about the University, please visit our website:

<http://www.harper-adams.ac.uk>

## **The Estates and Facilities Team**

The Estates and Facilities Department provides a number of essential services to Harper Adams University and is responsible for managing, maintaining and developing the infrastructure and building fabric of the campus and outlying properties, including:

- Undertaking and regularly reviewing a maintenance programme which takes account of short, medium and long term needs of all estates buildings and infrastructure.
- Implementing planned maintenance works identified and funded within the various maintenance programmes as well as providing reactive maintenance dealing with day-to day requirements, including the provision of an out-of-hours emergency service.
- Providing a professional, technical service to the University for the design, construction and procurement of capital projects including new buildings, refurbishment/ remodeling of existing buildings and demolitions.
- Identifying and recording the use of space and advising on ways of increasing space utilisation.
- Procuring and managing utilities and services.
- Providing postal, delivery and security/ portering arrangements and advice to the University.
- The delivery of a wide-range of customer-facing services, including: Estates Maintenance Services Help Desk: Capital and Development, CAD and CAFM services, Contract/ Project Management: Facilities and Sustainability, Housekeeping and Cleaning, Business Resilience, Reception, Business Support. Management Information. Security and Portering Services.

### **Main Duties and Responsibilities**

The role is key to maintaining a safe and welcoming environment for the University community, through the protection of people, property and assets with excellent customer service. The University currently operates an open campus with no restrictions on people or vehicle movements in day to day operations. The Security Officer will be an experienced and credible security professional who will carry out general security duties across the University estate including within commercial, agricultural, educational, industrial, residential and technical buildings as well as the buildings of University tenants and buildings that the University may be a tenant of.

The role holder will work to a high standard, using initiative and being responsible with limited supervision.

1. Provide security services for the University community, endeavouring to prevent unauthorised removal of equipment or material, vandalism, damage to equipment or the estate and illegal activity.
2. Adhere to all necessary health and safety documents, risk assessments and method statements and safe operational procedures necessary concerning security.
3. Monitor and, where appropriate, control access to the University estate, assisting authorised visitors where necessary and intervening to prevent unauthorised access in accordance with agreed safe operational procedures.
4. Monitor and, where appropriate, control vehicles to the University estate.
5. Carryout regular patrols across campus and within buildings as agreed with the Security and Portering Manager on foot or using vehicles as appropriate ensuring the buildings and equipment are secure, to check for intruders, suspicious packages and act as a deterrent.
6. Keep the Daily Occurrence Book (DOB) up to date. Appropriately handover shifts to incoming team members, seeing that they are fully briefed on current and expected on site activities together with all incidents.
7. Operate and manage the CCTV and other security systems ensuring the University complies with relevant legislation and maintains the correct audit trail.

8. To carry out checks on buildings, equipment and lighting and report any faults using the CAFM system.
9. Undertake locking and unlocking buildings and compounds as instructed and in accordance with regular routine checks. Ensure that buildings are safe to be locked up before securing.
10. Be responsible for the safe custody of keys and access control cards. Record issue and receipt of keys as appropriate.
11. Respond to security incidents. Ensure that all information is recorded including times, dates, response and actions undertaken as might be required by the authorities.
12. Respond to any activation of fire and intruder alarms appropriately and in accordance with the University safe operational policies and procedures.
13. Operate and use the University incident management software. Act as a focal point for response for incident management.
14. Providing immediate pastoral care to vulnerable students and staff when required, acting professionally, with discretion and in accordance with the safe operating procedures and University policies.
15. Promote a well-maintained environment by reporting littering, graffiti, dirty or untidy areas.
16. Investigate, keep records and make reports when required in respect of incidents or other security related issues. Be prepared to attend court as a professional witness.
17. To react appropriately to ad hoc and out of hours requests for access. Out of hours of the operation of the Main Reception or the Estates Maintenance Help Desk, be responsible for the signing in and signing out of visitors, suppliers and contractors. Maintain records of such access.
18. Be first response to emergency callouts to the Estates Maintenance call out phone, assessing the severity of the issues. Within the constraints of training, skills and experience assess the severity of the call out. Where minor works can be undertaken to manage the problem then undertake those activities. Where more significant works or works that would require a qualified and experience crafts person or trade staff are required then call out the designated on-call member of the Estates Maintenance Team.
19. Be responsible for the signing in and the signing out of Estates Maintenance Staff who may attend site out of hours evenings and weekends to attend to call outs on the emergency Estates Maintenance phone.
20. Deal with lost property following the requirements of the University policy.
21. From time to time carryout portering duties as instructed including:
  - a. Carryout collection and delivery of laundry to/from Halls of Residence and the Catering Department.
  - b. When instructed, undertake driving duties for Governors, University Executive, the Vice Chancellor, University guests and visitors.
  - c. Undertake the moving of furniture, equipment, signage and the like for the day to day arrangement and lay-out of tutorial/conference rooms and other facilities.
  - d. As directed, place signage around campus in the support of day to day activities and key events.
  - e. Assist with the setting up and demobilisation of key events including (but not limited to) open

- days, outside courses and conferences, students union events, welcome week and graduation.
- f. Receive goods deliveries and mail, undertaking their unloading and distribution about the campus.
  - g. Undertake the moving, removal and relocation of furniture, equipment, fixtures and fittings.
  - h. Collect waste and recycling materials from around the campus to key central collection points. Make sure that these central collection points are clean and tidy. Adhere to the University recycling policy.
  - i. Carrying some internal and external cleaning as necessary.
- 22. Undertaking vehicle checks in accordance with the University requirements. Wash and refuel vehicles as instructed. Report any damage or issues.
  - 23. Participate in the testing, surveying, recording and reporting faults for fire alarms and other equipment including fire extinguishers, emergency lighting and fire escape signage.
  - 24. Undertake maintenance work in connection with the functioning of the University's services as required by the senior managers for which the individual has received the necessary training and instruction.
  - 25. Promote good working relationships with other University staff, students and the general public and be prepared to work with any team on any site of the University in harmony at all times.
  - 26. Maintain and wear appropriate Personal Protective Equipment (PPE) as required by the risk assessments and safe working practices for the activities that undertaken. Ensure that equipment is working and in good repair. Report all faults to the Security and Portering Manager for repair or replacement.
  - 27. Keep abreast of technical developments, best practice, statutory, legal and legislative changes and health & safety legislation in respect of security matters.
  - 28. Participate in training, keeping a detailed log of all training courses undertaken and retaining certificates to be able to evidence development upon reasonable request.
  - 29. All other duties and responsibilities commensurate with the post and the salary range of the grade.

## **Key Requirements**

- Be legal to drive University vehicles transporting the required equipment to various sites across the University.
- Be a First Aider and hold relevant and current certification.
- Attend all training and development, as required.
- Have a current asbestos awareness training certificate.

## Personal Specification

	<b>Essential</b>	<b>Desirable</b>
Qualifications		<p>Have served in one or more of the uniformed services, either police, army or fire brigade.</p> <p>First Aider</p> <p>Holding current IOSH certificate</p>
Experience	<p>Experience of working as a security officer working on a large estate split over multiple sites with a number of buildings of different types, age and usage.</p> <p>Experience of working in a control room environment.</p> <p>Experience of participation in the implementation of business continuity plans and incident response.</p>	
Knowledge/Skills	<p>Knowledge of operating radios and the phonetic alphabet.</p> <p>Knowledge of CCTV systems, fire alarms, access control and locking systems.</p> <p>A good knowledge of law and offenses relating to security as well as health and safety legislation relevant to security activities.</p> <p>Able to produce accurate and succinct incident reports.</p>	<p>Knowledge of incident management and the use of incident management software.</p>
Personal Qualities	<p>Able to work flexibly, responsibly and effectively to deadlines with minimum of supervision. Have a flexible attitude to tasks to maximise operational effectiveness.</p> <p>The ability to act professionally, with integrity and in an honest way when dealing with sensitive issues.</p> <p>Demonstrable ability to work proactively and cooperatively with stakeholders both inside and outside the University.</p> <p>Excellent customer care and communication skills.</p>	

## Conditions of Service

The national recommendations which have arisen from the negotiations between UCEA and the unions recognised at national level, the Joint Negotiating Committee for Higher Education Staff (JNCHES), directly affect the terms and conditions insofar as they have been adopted by the Board of Governors.

**Salary** The commencing salary will be within the range £23,337 per annum. Salaries are paid monthly, in arrears, by credit transfer on the 28<sup>th</sup> day of the month.

**Contract Term** This is a permanent full time post. The employment may be terminated during the course of the contract by either party giving 1 months' notice in writing.

**Hours of Work** The routine working week is 48 hours over Monday to Sunday, inclusive. Work will be on a shift pattern of 12 hours on arranged by the Security and Portering Manager. The majority of the shifts will be nights with some day work when not on nights. There may be a requirement for overtime working from time to time and time off in lieu may be allowed for agreed hours worked in excess of 48 per week.

**Holidays** The annual holiday entitlement is 22 working days, plus 3 University closure days and Bank Holidays. Annual holiday entitlement rises to 25 working days with 5 years' service. The holiday year runs from 1 August to 31 July and in the holiday year in which the employment commences or terminates the holiday entitlement will accrue on a pro-rata basis for each complete week of service. The timing of holidays is subject to the agreement of the Line Manager.

**Sick Leave** During periods of certified sickness the post-holder will be eligible to receive sick pay in accordance with the University Sick Pay Policy. The payment of sick pay is subject to compliance with the University rules for the notification and verification of sickness absence, details of which will be provided to the successful applicant upon commencement of employment.

**Pension** The post-holder will be entitled to join the Harper Adams Group Pension Scheme and details will be provided to the successful applicant upon commencement of employment.

**Exclusivity of Service** You are required to devote your full-time attention and abilities to your duties during working hours and to act in the best interests of the University at all times. Accordingly, you must not, without written consent of the University, undertake employment or engagement including external consultancy, which might interfere with the performance of your duties or conflict with the interests of the University.

It follows that, regardless of whether you are employed on a full-time or part-time contract, you are required to notify your line manager of any employment or engagement which you intend to undertake whilst in the employment of the University (including any such employment or engagement which commenced before your employment under this contract). Your line manager will then notify you within 10 working days whether such employment or engagement is prohibited.

**Criminal Convictions** The post involves the opportunity for access to children and young persons under the age of 18. For this reason the University is entitled to take into account any criminal convictions, cautions or impending case(s) that it considers to be relevant to this post.

The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that applicants are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act.

Applicants must therefore complete the part of the application form declaring any criminal convictions and cautions from any court or police authority. The successful applicant will have to undergo a Criminal Records Bureau check before an appointment can be made.

## References

Candidates should ensure that they provide full details of the name and postal address of their referees. Please include e-mail addresses and telephone numbers wherever possible.

Referees should include your present, or most recent, employer. References will normally be taken up immediately in respect of candidates shortlisted for interview. **If you do not wish any reference to be taken up at this stage, please enter an 'X' in the relevant box provided on the application form.**

## Application Procedure:

Expressions of interest are invited for this role. Applicants should provide a covering letter and CV setting out how their skills and experience meet the requirements of the role which should be forwarded to the HR Department by via email at [vacancies@harper-adams.ac.uk](mailto:vacancies@harper-adams.ac.uk)

**To be submitted no later than midnight on 5 October 2022**