

PERSON SPECIFICATION
University Community & Security Team Leader

Criteria	Essential/ Desirable	Application Form / Supporting Statement / Interview
1. Proven experience within an operational security environment.	Essential	Application Form / Supporting Statement / Interview
2. Recent and relevant understanding of security legislation, concepts and best practise as well as a good understanding of statutory compliance, including Health & Safety.	Essential	Supporting Statement / Interview
3. Proven ability to adopt an independent and objective approach demonstrating the highest degree of integrity and appreciation of the level of confidentiality required when investigating, discussing or researching information.	Essential	Interview
4. Ability to demonstrate a flexible and pro-active approach to work.	Essential	Supporting Statement / Interview
5. Ability to communicate confidently and clearly with a wide range of people, both orally and in writing, including ability to produce written and verbal reports and issue clear, user-friendly instructions; demonstrating the ability to negotiate and influence staff at all levels.	Essential	Interview
6. Experience of dealing with internal and external customers, being responsive to requests and dealing with routine and more complicated enquiries.	Essential	Supporting Statement / Interview
7. Ability to make independent decisions relating to first line operations and deciding when to refer decisions to management.	Essential	Interview
8. Experience of developing successful staff rotas and developing Security Procedures.	Essential	Supporting Statement / Interview
9. Well-developed IT skills with competency in the use of MS Office applications, including Word, Excel and Outlook as well as web-browsers and databases.	Essential	Supporting Statement / Interview
10. Full UK manual car driving licence to be able to travel between and around sites.	Essential	Supporting Statement / Interview
11. Completion of satisfactory Disclosure and Barring Service (DBS) enhanced level checks.	Essential	Supporting Statement / Interview
12. First Aid Qualification or be willing to undertake a training course.	Essential	Supporting Statement / Interview

13. Mental Health First Aid or be willing to undertake a training course.	Essential	Supporting Statement / Interview
14. Experience of working in a large complex organisation or similar role including ensuring the welfare and safety of people and safekeeping of resources.	Desirable	Application Form / Interview
15. SIA Door Supervisor.	Desirable	Application Form / Interview
16. SIA CCTV Public Space Licence.	Desirable	Application Form / Interview
17. Professional training in Security.	Desirable	Application Form / Interview

Physical requirements:

This job involves walking, climbing stairs and some light lifting for which a suitable level of physical fitness is required.

- Application Form – assessed against the application form and where appropriate, curriculum vitae. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g. award of a qualification. Will be “scored” as part of the shortlisting process.
- Supporting Statements - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- Interview – assessed during the interview process by either competency-based interview questions, tests, work-related exercise, presentation, or teaching session etc.