



**University of Brighton**

## **JOB DESCRIPTION**

**Job title:** Campus Safety & Security Officer

**Reports to:** on a day-to-day basis this role will report to the Campus Security Shift Leader, with overall line management by the Head of Security

**Department/School:** Estates and Facilities Management

**Grade:** 3

### **Purpose of the role**

The purpose of the role is to provide 24-hours a day, 365-day security provision across multiple campuses. The Campus Safety and Security Officers use proactive and responsive security methods to ensure the delivery of comprehensive service, which goes beyond the traditional security standards.

Each campus has its own community and dedicated facilities to cater for a diverse body of students that creates an exciting and multi-cultural environment. The campus security team regularly interact with staff and students to help maintain a welcoming, safe and secure learning and working environment.

**Line management responsibility for:** N/A

### **Main areas of responsibility:**

- Undertake general security duties across all campuses, including securing premises, opening and closing at agreed times, activating and de-activating alarms, with accountability for keys and passwords, to ensure the overall security of the estate.
- Deliver professional security services that are customer focused. Campus Security Officers interact frequently with staff and students, and are required to present a professional security image ensuring a constant security presence across the university.
- Undertake routine patrols (on foot and by car) across all campuses, with the objective to be visible, approachable and to provide a pro-active deterrent. This includes checking student, staff, visitor and contractors' identification passes.
- Ensure 24-hour safety and security of staff, students and visitors on site, monitoring access for visitors and guests, investigating reports of intruders, suspicious criminal behaviour / activity, and managing unauthorised visitors appropriately. Assess when

to escalate, or contact the emergency services to prevent a situation becoming more serious.

- Respond immediately to all reported incidents and ensure all matters of a criminal nature are escalated to the appropriate line managers and stakeholders. Investigate and resolve complaints, managing complex or difficult situations in a calm and professional manner.
- Participate in the continuous cover of the central control room, monitoring the CCTV network, identifying and reporting suspicious behaviour; and deploying the mobile response team across the estate to manage and prevent any incidents.
- Participate as part of the emergency response team and assist with the safe evacuation of staff, students and visitors in the event of fire or similar emergency situations. Assist in communicating with and co-ordinating the emergency services and personnel.
- All security staff are first aid trained and respond to calls for assistance from university staff, students and visitors.
- Complete all security related administration, accurately and on-time to maintain a high professional standard. Provide a complete and detailed handover at the end of every shift.
- Patrol the estate taking a proactive approach to identify and report safety hazards, building defects and energy saving opportunities.

### **General responsibilities**

These are standard to all University of Brighton job descriptions.

- To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
- To adhere to the University's Equality, Diversity, and Inclusion Policy in all activities, and to actively promote equality of opportunity wherever possible.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
- To work in accordance with Data Protection Legislation

## PERSON SPECIFICATION

The person specification focuses on the knowledge, skills and abilities, qualifications, and the experience required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form **(A)**, at interview **(I)** and in some instances through an exercise **(E)**; these are shown at the end of each criteria.

### Essential Criteria

<b>Knowledge, skills, and abilities</b>
<ul style="list-style-type: none"><li>• Knowledge of access control, security alarm systems, fire alarm systems, CCTV recording and monitoring and the use of. <b>(A, I)</b></li><li>• An understanding of the Data Protection Act and security infrastructure management. <b>(I)</b></li><li>• Good communication skills <b>(A, I)</b></li><li>• Ability to solve problems. <b>(I)</b></li><li>• Ability to deal calmly with emergencies and potentially complex or difficult situations without additional assistance but also take advice and/or escalate as necessary. <b>(I)</b></li><li>• Ability to prioritise multiple and often conflicting demands. <b>(I)</b></li><li>• Knowledge of Health &amp; Safety legislation <b>(A, I)</b></li><li>• Ability to work as part of a team <b>(A)</b></li><li>• Ability to identify potential security risk and concerns. <b>(I)</b></li><li>• Knowledge and skill to use Microsoft packages Word and Outlook. <b>(A)</b></li></ul>
<b>Qualifications</b>
<ul style="list-style-type: none"><li>• Security qualification or relevant experience <b>(A)</b></li><li>• SIA CCTV Operators Licence <b>(A)</b></li><li>• Driving Licence, the role will require driving between university sites. <b>(A)</b></li></ul>
<b>Experience</b>
<ul style="list-style-type: none"><li>• Previous experience in a similar security role <b>(A)</b></li><li>• Experience of working as part of a team <b>(A)</b></li><li>• Experience of working on a large estate with a high number of users (staff, students, visitors, etc.) <b>(A)</b></li><li>• Proven experience in dealing with members of the public in a customer facing role. <b>(A)</b></li><li>• Proven experience of defusing conflict and resolving difficult situations. <b>(A,I)</b></li></ul>
<b>Physical demands and/or other requirements</b>
<ul style="list-style-type: none"><li>• The role require shift working (day and night shifts) <b>(A)</b></li><li>• There is physical element to the roles, including standing and walking for periods the day. <b>(A)</b></li><li>• The role will require lifting and moving equipment <b>(A)</b></li><li>• The role will require some lone working <b>(A)</b></li><li>• The role will require being first aid trained <b>(A)</b></li><li>• The role will require the candidates to undertake an enhanced (criminal records) DBS check. <b>(A)</b></li></ul>

## ADDITIONAL INFORMATION

- Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
- The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays, and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example). Refer to the 'Balancing Working Life' section on our website here: [Benefits and facilities](#).
- Annual leave entitlements are shown in the table below and increase after 5 years' service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

Grades	Basic entitlement per year	After 5 years' service
1-3	23 days (170.2 hours)	28 days (207.2 hours)
4-7	25 days (185 hours)	30 days (222 hours)
8-9	27 days (199.8 hours)	30 days (222 hours)
AC1 – 4	35 Days (259 hours)	35 Days (259 hours)
Band 10 and above	30 days (222 hours)	30 days (222 hours)

- More information about the department/school can be found here [Professional Services Departments](#) or here [Academic Departments](#).
- Read the University's [Strategy 2019 - 2025](#)
- The University has an attractive range of benefits, and you can find more information about them on our [website](#).

Date: **Feb 2026**