

<b>Job Title:</b> Security Officer	<b>Reports to:</b> Security Supervisor
<b>Location:</b> Dublin South	<b>Job Type:</b> Full time, Permanent
<b>Shift work:</b> minimum 37.5 hrs	5 shifts

**Job Summary:** The position involves working within a team to ensure 24-hour security throughout Griffith College Campus, South Circular road, Dublin. The campus has on-site student residence with approximately 600 students. The security officer is also responsible for traffic management within the campus and the car parking facilities.

**Job Responsibilities:**

**Staff and Visitors**

- To provide 24 hour security to all staff and visitors in Griffith college
- To deal with staff and visitors in a professional manner at all times
- To deal with any security issues or concerns in a timely manner
- To manage the car parking facilities and traffic flow within the campus
- To respond to emergency situations on both campus and accommodation

**Students**

- To provide 24 hour security and customer service to the student accommodation which consists of over 600 students
- To deal with students in a professional and courteous manner at all times
- To ensure students follow the student code of conduct and follow campus procedures if students are in breach of the code

**General**

- To protect the College assets
- Support the implementation of policies and programmes covering all aspects of security
- Report and provide CCTV evidence of all incidents to facilitate the disciplinary process.
- Systematic daily patrols of college building and campus ground, and recording of such patrols in line with agreed policy. To include all buildings and campus under the custody and control of the College Board.
- Take care of all patrol and Security equipment to keep same in working order. Report faults to the line manager
- Monitor CCTV systems located in security facilities
- Maintain, in co-operation with colleagues, a constant presence in the College car parks, grounds and all corridors
- Adherence to College policy of Traffic Management and car parking to ensure efficient flow of traffic and maximisation of car parking capacity
- Adhere and comply to the Security Operating Procedures
- Be alert to any situation and behaviour, which may result in a breach of security
- Liaise and advise Security line manager in relation to the prevention of incidents and security policy.

- Liaise with Security line manager and Campus manager in relation to the investigation of incidents.
- Keep all records of security incidents and activity to the agreed format. Enter all accidents and incidents into the daily occurrence book and incident report log (written and typed) including all follow up details/action /Gardaí reports.
- Be familiar with the procedures relating to the College Emergency Plans
- Deal with all information relating to activities undertaken and information received in the strictest confidence. Update security line manager in a timely fashion
- Keep up to date on legislative and regularity frameworks/requirements on an ongoing basis. These will be provided by the College as needed
- Support the Security line manager through the development and implementation of best practice in all areas of Security
- Demonstrate flexibility to ensure the smooth running of the College and provide assistance to other staff departments as required. Health & Safety/ Fire Safety
- Be familiar with College policy procedures in relation to:
  1. Outbreak of fire
  2. Evacuation procedures for College and all other buildings
  3. Assembly point management on the Campus
- Participate in daily checks of Fire Fighting equipment. Check and sign-off such equipment is at agreed locations, in working order, unobstructed and ready for use
- Liaise with and co-operate with the College Fire Officer and the Health & Safety Co-ordinator as required
- Identify and report any situation or circumstance that may compromise the Safety of students, visitors and staff. Liaise with Security line manager and Campus Manager with a view to eliminating risks
- Routinely check fire doors and escape routes to ensure they are operational and unobstructed. Inform Security line manager and Campus manager with a view to eliminating risks.
- Be alert to circumstances, which may give rise to risk of injury to students, staff or visitors and report such circumstances to security line manager
- Record all such activities in the agreed procedure
- Any other duties that may be assigned by College management from time to time
- Role requires security officer to carry a mobile phone throughout shifts
- Role requires prolonged periods of standing and patrolling of the campus
- Role requires exposure to computer screens for prolonged periods of time
- The hours of this position is a minimum of 37.5 hrs over five shifts

**Minimum Education/ Experience Requirements:**

- Must hold a current Static Security Licence and adhere to the rules of the licence
- Be presented with a neat and tidy appearance. Required to wear security uniform provided (Shirt/tie/trousers/fleece/hi Vis stab vest, security badge)
- Occasional weekend work will be required
- Previous experience in conflict management is a bonus

### **About Griffith College**

Established in 1974, Griffith College is Ireland's largest independent third level institution with locations in Dublin, Cork and Limerick. The main campus is situated on seven acres within a mile of St. Stephen's Green on Dublin's South Circular Road. Griffith College enjoys national and a growing international reputation for student success. The College has gained an enviable, award winning reputation for providing students with first class lectures and excellent study material. Griffith College offers internationally recognised postgraduate and undergraduate degree programmes, complimented by a wide range of professional, short term and corporate training educational solutions - in Griffith College, there is something for everyone. Today there are over 7,000 students studying in the College, which is a designated educational institute of the Quality and Qualifications Ireland (QQI). Click the link for more information. <http://www.griffith.ie/>

### **Our Vision**

'Empowering learners to achieve their career and life potential'

### **Why work for Griffith College?**

- Stunning historical premises on 7 acres of land.
- Competitive salary.
- Training and Development opportunities.
- Free parking facilities.
- Subsidised on-site restaurants.

*This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline of proposed areas of activity and will be amended in the light of the changing environment within the Faculty and the College.*

*Griffith College is an equal opportunities employer. Candidates must be eligible to work full-time for any employer in Ireland. We thank everyone for their applications, however, only candidates selected for interview will be contacted.*