JOB TITLE: Security Officer

REPORTING TO: Joint Security Supervisors

PURPOSE: The primary focus of this post will be:

• To provide 24-hour security throughout the Griffith College Campus.

• To ensure the safety and security of students, residents, visitors and staff.

• To protect College assets.

• The implementation of policies and programmes covering all aspects of security.

• Report and provide CCTV evidence of all incidents to facilitate the disciplinary process. Principal duties and responsibilities are:

General:

• Systematic daily patrols of College buildings and campus grounds, 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 including the Griffith Halls of Residence, Computer Labs, Conference Centre, restaurant, all night study room.

• Take care of all patrol and security equipment so as to keep same in working order. Report faults to Head of Security.

• Monitor CCTV systems located in the security facilities.

• Maintain, in co-operation with colleagues, a constant presence in the College car parks, grounds and ground floor 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 with and advise Head of Security in relation to the prevention of incidents and security policy.

• Liaise with Head of Security in relation to the investigation of incidents.

• Deal with students, staff and visitors in a courteous and professional manner.

• Keep records of security incidents and activity to the agreed format. Enter all incidents and accidents into the Daily Occurrence Book and Incident Report Book log including all follow up details/action/Gardaí reports.

• Be familiar with the procedures relating to the College Emergency Plans.

• Be presented with a neat and tidy appearance, wearing the agreed College uniform (Shirt/Tie/Trousers/Jumper/High Vis coat and Stab Vest all provided by the college.)

• Possess a current Static Security Licence and adhere to the rules of the licence. • Security Licence Badge must be worn and visible at all times. This must be kept in date.

• You must always be free from the influence of alcohol/narcotics. Breaches of these requirements will result in disciplinary procedures being invoked.

• Adhere to the recording of attendance rules.

• Deal with all information relating to activities undertaken and information received in the strictest confidence. Update Head of Security in a timely fashion.

• Keep up to date on legislative and regulatory frameworks / requirements on an ongoing basis. These will be provided by the College as needed.

• Support the Head of Security 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 and procedures in relation to

1. Outbreak of Fire.

2. Evacuation procedures for College, Conference Centre and Halls of Residence.

3. Assembly Point management on the campus.

• Participate in daily checks of Fire Fighting equipment. Check and sign-off such equipment is at the agreed locations, in working order, unobstructed and ready for use.

• Liaise 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 Head of Security with a view to eliminating risks.

• Routinely check fire doors and escape routes to ensure they are fully operational and unobstructed. Inform the Head of Security of any deficiencies.

• Be alert to circumstances, which may give rise to risk of injury to students, staff or visitors and report such circumstances to the Head of Security.

• Record all such activities in the agreed procedure.

• Any other duties that may be assigned by College management from time to time

This is a 34 hour contract for four months

No experience necessary as full training will be provided

Start Date: Immediately

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