

JOB DESCRIPTION



Job Title: Security Officer
Department: Estates
Faculty/Professional Service: Central Services
Location: London
Reports to: Security Supervisor
Full Time/Part Time/Casual: Full-time
Hours: 60 Hours
Grade: Grade 2
Overall Purpose of the job: To provide efficient and effective Security service across all sites/building of LSHTM. The tasks within the role include assist with detecting, reporting and preventing criminal activity in and around LSHTM's premises.

General Information

The London School of Hygiene & Tropical Medicine (LSHTM) is one of the world's leading public health universities.

Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

Staff and students are committed to helping create a more healthy, sustainable and equitable world for everyone, because we believe our shared future depends on our shared health.

We embrace and value the diversity of our staff and student population and seek to promote equity, diversity and inclusion as essential elements in contribution to improving health worldwide. We believe that when people feel respected and included, they can be more creative, successful, and happier at work. While we have more work to do, we are committed to building an inclusive workplace, a community that everyone feels a part of, which is safe, respectful, supportive and enables all to reach their full potential.

To find out more please visit our [Introducing LSHTM page](#).

Our Values

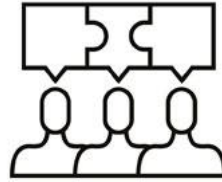
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**

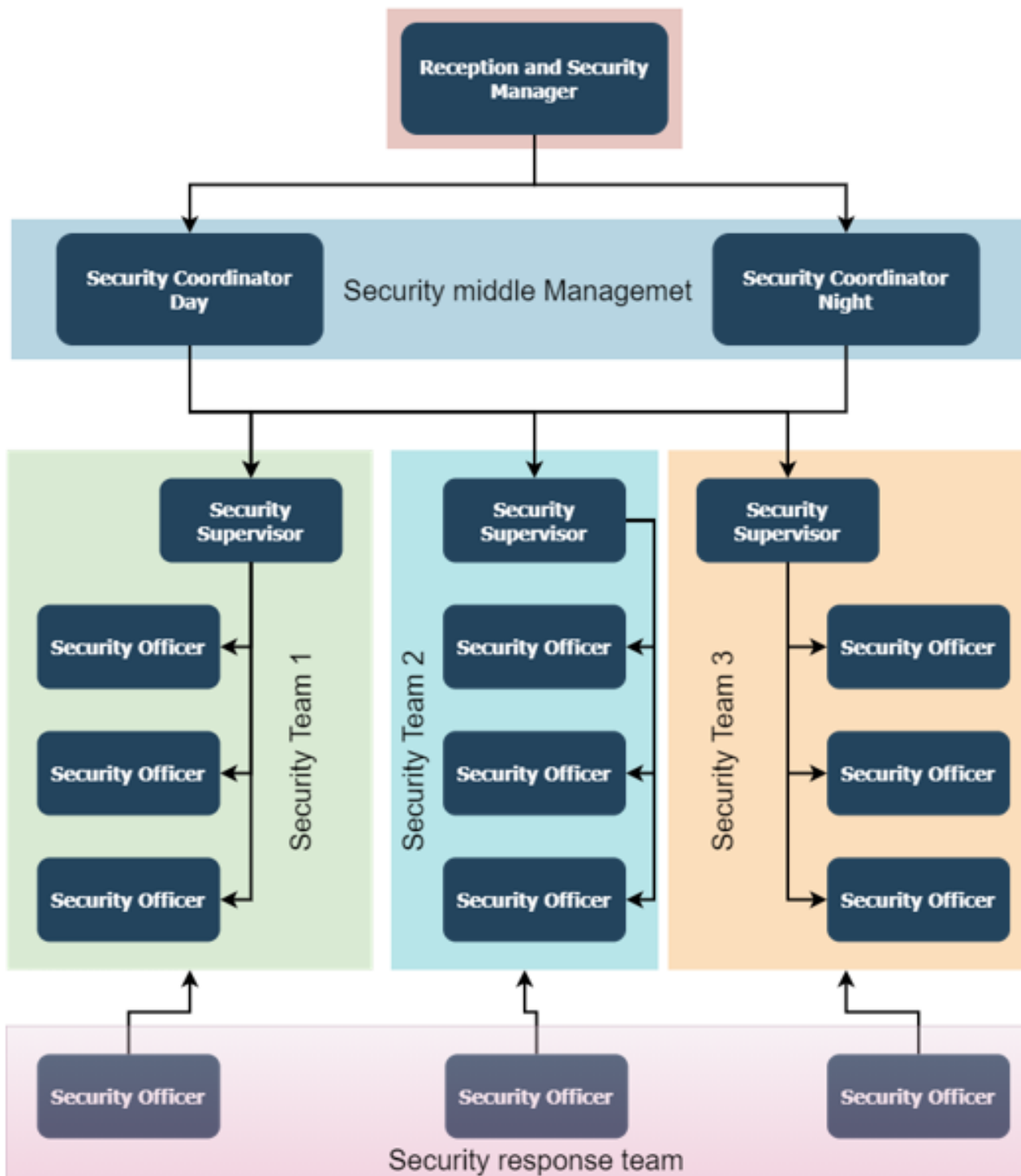


**Work
together**



**Create
impact**

Security Services Structure



Main Duties and Responsibilities

- Inspecting premises to investigate signs of intrusion.
- Patrolling the buildings/sites randomly or regularly, including evening and night.
- Monitoring and controlling access at building entrances and vehicle gates.
- Screening individuals as they arrive on the premises by performing “Question and Answer” session.
- Checking of IDs of staff and visitors on site as appropriate.
- Keeping a log of all visitors to premises.
- Completing incident, accident and patrol reports and inform supervisor and coordinator.
- Following the escalation procedure with Reception and Security Manager, in case of emergency, including contacting the Police, Fire Brigade, Ambulance, etc.
- Acting lawfully in direct defence of life or property.
- Monitoring all parking situations.
- Notifying individuals of rule infractions.
- Inspecting Security doors, access control and CCTV equipment, reporting any issues.
- Providing valuable feedback to management about the.
- Monitoring the premises for criminal activity.
- Writing daily reports and maintains a diligent record of legal and illegal activities
- Adjusting environment controls in the building to assist with reducing utility costs
- Stopping suspicious activities in and around the business premises.
- Checking bags for suspicious or prohibited items.
- Assisting with building evacuation and drills; and providing advice to the staff and students.
- Staying in contact with other security personnel to make sure the premises are secure at all times.
- Provide front of house service as / when needed.

Generic duties and responsibilities of all LSHTM employees

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dean of Faculty, Head of Department or Head of Professional Service.

The post holder will be responsible and accountable for ensuring all LSHTM policies, procedures, regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.

This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual Performance and Development Review (PDR).

PERSON SPECIFICATION

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

Competency	Evidence	E / D
Education, Qualifications and Training	Educated to GCSE level Or Substantial work experience at a level	E
	Hold and maintain SIA License.	E
	Recognized security qualification	E
	Hold CCTV Licence.	E
Experience	Have experience of working within Security services within the higher education sector.	D
Knowledge	Knowledge of ensuring compliance with the security standard instructions	E
General	Be flexible over hours worked, which will include shift cover 24 hrs/day, 7 days/week.	E
	Ability to maintain confidentiality.	E
	Ability to use own initiative.	E
	Ability to work in a busy environment.	E
	Must be able to make good decisions in emergency and stressful situations, which could happen at any time, day or night.	E
	Must be able to complete standard reports/proformas with accuracy and only factual information, e.g. security reports.	E
	Must be able to safely handle intruders.	E
	Knowledge of ensuring compliance with the security standard instructions	E
	Must be reliable, with effective time keeping	E
	Ability to provide practical site security to all staff, students, contractors, visitors and a 24 hrs basis.	E
	Ability to act calmly and made decisions in difficult /crisis situations.	E
	Keeps in radio contact with all security staff.	E

E-Essential: Requirement without which the job could not be done

D-Desirable: Requirements that would enable the candidate to perform the job well

Date compiled: Nov 2024

Salary and Conditions of Appointment

The post is permanent and full-time 60 hours per week. The salary will be on the LSHTM salary scale, Grade 2, starting £14.79 per hour (inclusive of London Weighting).

The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year, pro rata for part time staff. In addition to this there are discretionary "Wellbeing Days." Membership of the Pension Scheme is available.

LSHTM has a Hybrid Working Framework, which alongside agreed service requirements, enables teams to work more flexibly (if the role allows), promoting a greater wellbeing and work/life balance.

Application Process

Applications should be made on-line via our [jobs website](#). Applications should also include the names and email contacts of 2 referees who can be contacted immediately if appointed. Online applications will be accepted by the automated system until 10pm of the closing date. We regret that late applications cannot be accepted. Any queries regarding the application process may be addressed to jobs@lshtm.ac.uk.

The supporting statement section should set out how your qualifications, experience and training meet each of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as "Please see attached CV", "Yes" or "No" will not be considered acceptable and will not be scored.

Please note that if you are shortlisted and are unable to attend on the interview date it may not be possible to offer you an alternative date.

Asylum and Immigration Statement

LSHTM will comply with current UKVI legislation, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

This role does not meet the minimum requirements set by UKVI to enable sponsorship under the skilled worker route. Therefore, we cannot progress applications from candidates who require sponsorship to work in the UK.