THE POST

College/Service: Estates Department
Post: Campus Watch Safety Officer
Reference No: 
Grade: 5
Reporting To: Security Shift Manager
Responsible For: No staffing responsibilities

The above part-time permanent post is available immediately.

Job Description

Main purpose of the job:

The post holder will be responsible for helping the Estates Department and the College in our active aim to provide a safe peaceful learning environment where all members of our community can learn in an atmosphere of safety and equality.

To contribute to the work of the Campus Security team, Residential Premises, Support & Advisory Services and the Student Life Team by providing a dedicated overnight safety and welfare service identifying and addressing issues within Royal Holloway campus. The post-holder will be expected to be an ambassador for the aims and expectations of the College to all our students, staff and external contacts. You will be expected to familiarise yourself with the College’s polices on equality and diversity and ensure these are upheld by the campus community.

Main duties and accountabilities:

1. To respond to incidents and welfare emergencies during the evening and overnight, working to support the work of Support & Advisory Services, Residential Support Team, Residential Premises Team and Security, and promptly escalating serious issues.
2. To monitor activity and provide a visible presence across campus providing reassurance to the Campus Community (including our residential Halls located North A30 and Kingswood).
3. To staff receptions at our residential Halls, as necessary, for example on main campus, North A30 and Kingswood.
4. To provide a ‘calming’ influence to students on campus (especially after late night Campus functions and events) and encourage a safe and happy campus environment.

5. To be available to talk with students when on duty and guide them as to where they can obtain advice and support.

6. To address breaches of the Regulations applicable to College campus, endeavouring to maintain a safe and peaceful living environment for the college community; recording details of actions taken for possible future use (e.g. in University disciplinary procedures).

7. To respond to issues relating to the Campus that may impact on the safety and wellbeing of students.

8. To attend and participate in initial and follow-up training, team meetings, progress meetings and other meetings relevant to the post.

9. To produce reports where necessary in line with procedures and with regard to confidentiality and Data Protection.

10. To develop knowledge of specialist skills within the College and know who to contact to access those skills which may be outside of your own capabilities.

11. To develop an understanding of issues which may potentially affect students (e.g. alcohol use, mental health issues, culture shock) and, through training, development and experience, and deal effectively with such situations.

12. To ensure you observe University Policies and Procedures as communicated to you, including Health and Safety Policies and remain professional at all times.

13. To monitor designated residences paying particular attention to vulnerable students and areas, and to noise and anti-social behaviour.

14. Undertake College mandatory and personal development training as required.

15. When requested provide additional support to the ‘on duty’ security shift staff.

16. Any further duties that maybe required from time to time commensurate with the grade e.g. Student Case Conferences, Team Meetings and College events.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

NB - All staff are expected to comply with the College’s Health and Safety and Equal Opportunities policies in the performance of their duties. It is a requirement to wear the full uniform provided at all times when on duty.