**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Campus Watch Officer</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Estates - Security</td>
</tr>
<tr>
<td>Job type</td>
<td>Professional Services</td>
</tr>
<tr>
<td>Grade:</td>
<td>5</td>
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<tr>
<td>Accountable to:</td>
<td>Security Support Manager</td>
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<tr>
<td>Accountable for:</td>
<td>N/A</td>
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</table>

**Purpose of the Post**

To ensure the provision of a protected environment for staff, students and visitors and to maintain the physical security of the University buildings, property and equipment. To carry out the above service in a professional manner in line with the Security Operations Manual and College Policies and Procedures.

**Key Tasks**

1. To provide support to Security shift staff when they are on holiday, involved in training, absenteeism or as directed by any Security Support / Shift Managers or the Head of Security.

2. To perform the duties of Security staff whilst providing support cover to the Security Shift teams.

3. To perform duties within a Security Shift system when tasked. Reporting for shift 15 minutes before taking over a shift. This allows time for a handover and takeover of shifts. (Early Shift 05:45 am, Late Shift 14:45 pm & Night Shift 21:45 pm)

4. To be available at short notice to attend your place of work to support the Security staff due to College requirements, training or absenteeism.

5. Opening and securing buildings as per the College requirements.

6. Carry out mobile and foot patrols of all grounds and premises of the College.

7. Monitoring of traffic entering College grounds.

8. Operating and utilising college Alarm systems.

9. Issuing of keys in line with documented procedures.
10. Liaise with the Police and other emergency services at all times but especially during emergencies.

11. Facilitate approved access for out of hours working, including emergency call-outs.

12. Ensure all necessary reports on incidents, safety, Crime and fire alarms are completed and made available at the earliest opportunity.

13. Ensure an accurate record relating to any incident, crime allegation and fire alarms are recorded in the appropriate place.

14. Ensure a continuous presence by a Security team member in the security control room at all times.

15. To provide a telephone service for the College non-residential reception.

16. Operate effectively all of the functions of the Security control centre i.e. Communication equipment (telephone, fax, two way radio) alarm system, CCTV system and any other systems which form an integral part of the operational needs as directed by the Senior Security Officers or Managers.

17. Traffic Management and car parking duties as directed.

18. Cash escorts as directed.

19. Undertake special function duties, student demonstration control and graduation ceremonies.

20. Deal with Lost property according to the College policy and procedures and the Security Manager Manual.

21. Undertake any training required for the purpose of performing the role of Security Officer.

22. Requirement to wear the full uniform provided at all times whilst on duty.

23. Perform any further duties which may be reasonably required from time to time commensurate with the grade.

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 at all times when on duty.

As the needs of the College change so the above job profile, duties and location of the role within the Faculty of the College will be adjusted accordingly.

Other Duties
The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.