

THE UNIVERSITY OF MANCHESTER
PARTICULARS OF APPOINTMENT
PROFESSIONAL SERVICES
DIRECTORATE OF ESTATES AND FACILITIES
CAMPUS SUPPORT AND SECURITY
CRIME REDUCTION ADVISOR
VACANCY REF: PSX-026034

Salary: Grade 6 £36,024 to £44,263 per annum, depending on relevant experience

Hours: Full Time

Duration: Permanent

Location: Oxford Road, Manchester

Enquiries about the vacancy, shortlisting and interviews:

Name: Victoria Higham, Security Services Administrator

Email: Victoria.Higham@manchester.ac.uk

Overall purpose of the role

The post holder will assist the Head of Campus Support and Security (CS&S) in setting and implementing strategies and initiatives that address the causes or common characteristics of crime within the University of Manchester through a problem-solving approach, to positively impact upon crime reduction and to encourage University departments and Schools to be more aware of and responsible for security risks. Also, to offer professional advice and support to all areas of the University thereby assisting to provide a Safe, Secure and Welcoming environment.

At all times, maintaining an efficient, effective and customer focused service.

Key Responsibilities, Accountabilities and Duties:

- Promote university wide comprehensive security strategies, including crime reduction, security awareness and personal safety strategies.
- Produce security survey reports and a risk assessment of the security threat for the University departments and buildings on a rolling programme.

- Manage the input and analysis of university crime statistics and collect other relevant information and data to assist in identifying areas and resources to reduce crime and to respond to data information requests.
- During an emergency incident provide advice where necessary to contingency / emergency planners on crime reduction issues e.g. evacuation points, business recovery etc.
- Establish and maintain links with Greater Manchester Police and other agencies and community/ partnership groups to promote and advise on crime reduction issues.
- Deliver crime reduction advice, in partnership with Greater Manchester Police where appropriate, in the form of presentations, poster/leaflet campaigns, and training sessions for staff and students.
- To assist in providing specialist skills and advice in relation to terrorist crime prevention
- To advise on security measures and encourage crime reduction strategies through environmental design for building projects with officers from the Directorate of Estates and Facilities and other stakeholders.
- To assist in identifying, promoting, and providing relevant training for University CS&S staff and deliver presentations on crime reduction issues to staff and students.
- Develop and maintain a security information and advice web page on the University Intranet to promote security awareness amongst staff and students.
- Establish and maintain links with the University Communications and Marketing and student media outlets and platforms for the purposes of promoting crime reduction initiatives.
- Prepare report and briefing papers for the Head of CS&S regarding crime reduction issues.
- Review and explore funding opportunities, both internally within the University and externally, to provide an effective crime reduction service and influence strategic funding decisions.
- Keep up to date with national and legislative developments in relation to crime reduction techniques and use this knowledge in providing efficient crime reduction strategies for the University.
- To carry out such other duties as required by the Head of CS&S which are consistent with the nature and responsibilities of the role.

Person Specification – Essential Knowledge, Skills and Experience

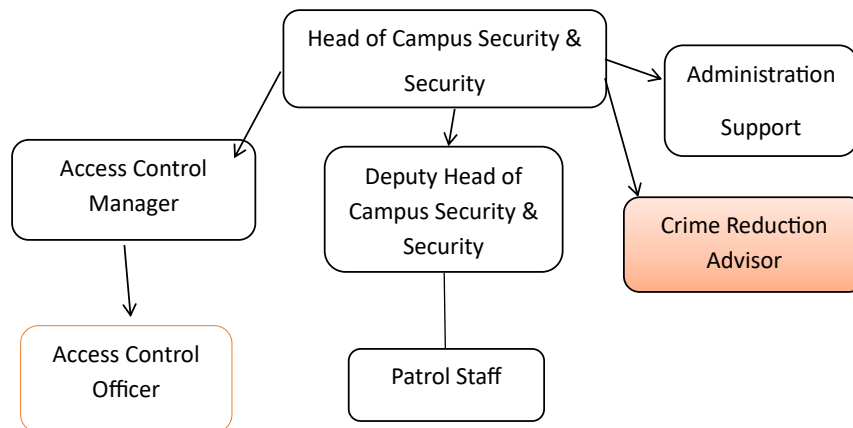
- Possess a degree or Diploma in Security Management, Home Office Crime Prevention Officers Course Certificate or a similar qualification or have proven extensive experience in a similar position within a large organisation.
- Candidates should have a sound knowledge of the principles of ‘Designing out Crime’ and “Secure by Design.”

- Experience of working in a customer focused environment by the provision of a high level of service to customers. Maintains contact with customers.
- Proficient skills and experience of Microsoft software.
- The ability to work on own initiative, under pressure, without supervision and plans and carries out activities in an organised way. Prioritises tasks, uses time in the best possible way, and works within university policy and procedures.
- Excellent oral and written communications skills; the ability to produce reports to a high standard and confidence in presenting talks/ lectures/training courses.
- A willingness to work as part of a team, to interact with other Managers and colleagues within the Directorate and other departments of the University.
- A working knowledge of Health and Safety issues at work.
- The Post Holder must hold a Full UK Driving Licence
- The post holder will be required to undertake any training identified by the Head of CS&S.

Working Environment:

- The position will be office based and the holder will be required to visit all areas of the campus and other University properties to deal with crime reduction and safety issues.
- On occasions the successful candidate may be required to work outside of normal hours and some travel to attend meetings, seminars, training courses, may be involved.

Example: Reporting Structure for the Role



Working for the University of Manchester

The University of Manchester strives to make our community a welcoming, caring and enthusiastic one, fuelling ambition with opportunities and support to help us all achieve our personal and professional goals.

Our diverse job opportunities include an attractive benefits package with family-friendly policies that provide for flexible working. We care deeply about career and personal development, offering a structured induction programme for new staff, an annual performance and development review, staff training for all career stages and mentoring opportunities to support your career development.

We have a genuine commitment to equality of opportunity for our staff and students, and are proud to employ a workforce that reflects the diverse community we serve.

As a global institution, situated at the heart of a lively, culturally diverse city, we welcome applicants of all nationalities. To help international job applicants plan for life in the UK, we have put together some useful information on passports and visas, travel to the UK, accommodation and a number of other practical considerations.

The Directorate of People & Organisational Development focus is to:

- Develop and embed a performance-orientated culture
- Improve the quality of leadership and management
- Motivate, engage and inform our workforce
- Attract the highest caliber of academic staff
- Develop flexible, capable and competent staff

We do this through:

- Our People & Organisational Development Partners working in partnership with colleagues in the Faculties and the Professional Services & Cultural Institutions
- Our Centre's of Expertise, providing specialist advice and services across the University
- People & OD Operations delivering the day to day services, providing all aspects of transactional administration and payroll

The People & Organisational Development Operational structure consists of:

- Recruitment & Resourcing
- Employment Services
- Payroll
- Systems
- Policy

- Job Evaluation, Reward & Benefits
- Global Mobility (Immigration)
- People & OD Partners
- Staff Learning & Development