Candidate Information

Position:	Security Section Leader (Night Shift)
School/Department:	Estates
Reference:	26/113763
Closing Date:	Monday 7 December 2026
Salary:	£30,630 - £33,312 per annum (plus shift allowance and contractual overtime @ 21%).
Duration:	Permanent

JOB PURPOSE:

To manage operations of the University Security Service which includes supervising a team of Security Controllers / Security Guards to ensure the proficient use of a suite of electronic security systems. The post holder will be one of four Section Leaders; part of a four-day rotational shift pattern ensuring the highest standards of security, Health & Safety and customer care is delivered across the University estate to all students, staff and visitors, 365 days a year.

MAJOR DUTIES:

1. Oversee the operation of the Security Control Room (2 x Security Control Room Operators at Grade 3), monitoring of the Security Management System and the operation of all Security Guards on duty across the campus. This includes processing data and producing workable, prioritised and coherent security response plans, allocating the appropriate resources to the relevant area of the campus. E.g., responding to calls (emergency and non-emergency), calling and coordinating emergency services; out of hours contact to staff and students; managing multiple alarms; accurate log keeping for evidence, property and security equipment.
2. Produce staff rotas, supervise, prioritise and allocate tasks to a team of professionally qualified SIA licensed security staff. Regularly monitoring and reviewing the quality of work to ensure the efficient and professional delivery of the University Security operation. Carry out induction and job specific training for all new security staff.
3. Carry out administrative duties such as maintaining staff sickness records, staff performance and appraisal records, complete timesheets and holiday records, overtime logs, incident reports and security logs in accordance with GDPR.
4. Act as a member of the University Initial Response Team that forms part of the Major Incident Team. Attend and take initial command of major incidents. Liaise with the emergency services to ensure that incidents are dealt with effectively and in accordance with University procedure. At the appropriate time handover and update relevant members of the University Management Team.
5. Respond to all emergencies, major incidents and routine events across the campus. This includes intruder detection, fire incidents, theft and assaults (including sexual assaults) and drug related matters). Be forensically aware and able to cordon an incident, ensuring the integrity and preservation of a crime scene and the continuation of evidence. Liaison with PSNI, NIFRS & NIAS first responders and provide detailed handover briefs that include recommendations.
6. Responsible for preparing reports and maintaining accurate records for internal reporting, e.g.: incident reports, patrol reports and electronic security system reports (Intruder alarm, CCTV and door access control audits).
7. Take the operational Security lead and provide a safe environment for the Academic Procession during all Graduation Ceremonies, high profile visits and events. This includes briefing members of Eventus and other organisers, (both external and internal) based on the information provided from the Security Control Room security management platforms.
8. Provide security and crime prevention advice and guidance to staff and students and work along with PSNI Crime Prevention Officers in delivering a consistent message across the University.

9. Be responsible for Vehicle Management which includes:
   • All vehicles maintained and kept roadworthy.
   • Liaise with and inform the Estates Transport Manager of any maintenance, inspection or repairs required on any vehicles on charge.
   • Plan for any vehicle repairs in accordance with University policy.
   • Ensure vehicle log books are regularly inspected and all entries are correct.
   • All vehicle purchase charge card transactions are fully recorded and accurate.
10. Ensure all regulatory Security Industry Authority (SIA) standards are complied with. This includes monitoring and contributing to training, reporting any breaches of regulation standards to line management and maintaining a register for SIA licences and their renewal.
11. Discharge all relevant Health and Safety procedures, making suitable arrangements and provisions to ensure the assessment of risks and safety on work sites, safeguarding self, colleagues, students, and any other users of the University. Initiate the relevant online Incident Investigations in line with Safety Services.
12. Carry out any other duties which are appropriate to the post as may be reasonably requested by Line Manager.

ESSENTIAL CRITERIA:

1. Valid SIA (Door) Supervisor Licence.
2. Valid First Aid at Work Certificate (with AED module).
3. A valid UK full driving licence (must have manual transmission).
4. At least 24 months recent relevant experience within a multi-faceted security environment.
5. Recent relevant experience providing Security Services within an educational environment (or similar).
6. Appropriate level of numeracy and literacy skills.
7. A good knowledge and understanding of relevant aspects, systems and procedures eg. health and safety requirements etc.
8. Good IT literacy skills and understanding of electronic systems including the use of databases, email etc.
9. Good oral communication and customer care skills.
10. Capable of following oral and written instructions.
11. The ability to work as a member of a team and develop, foster and maintain good relationships with students and staff across the University.

DESIRABLE CRITERIA:

1. Valid SIA (CCTV) Licence.
2. Recognised Health & Safety qualification.
3. A recognised customer service qualification (e.g. World Host Training).

ADDITIONAL INFORMATION:

Informal enquiries can be directed to: Roy McGonigle - r.mcgonigle@qub.ac.uk.