



**Security Services Operative
All Hallows Campus-Estates Office
(5 year fixed term contract)**

Dublin City University (DCU), St Patrick's College, Drumcondra (SPD), Church of Ireland College of Education (CICE) and Mater Dei Institute of Education (MDI) are actively engaged in a formal process leading to the full incorporation of SPD, CICE and MDI with DCU by September 2016. In addition, DCU has recently completed the purchase of the All Hallows campus (AHC) in Drumcondra which dates back to the 18th Century.

The Estates Office is responsible for the management of the University's physical assets and the provision of services in a multi-campus environment. There is an immediate requirement for a Security Service Operative to supplement the existing AHC Estates Team. While this position will be based on the All Hallows campus the post holder may be required to provide services at any of the University campuses including travel between campuses to carry out duties and training from time to time as the need arises.

Applicants should have a satisfactory level of education, at least one year's relevant experience and hold a full current driving license. Security experience would be an advantage.

Duties and responsibilities

The position requires a flexible approach to work as the duties of Security Services Operative change in line with the needs of a rapidly expanding University. At present these duties include:

1. Distribution and franking of University post.
2. Patrols of buildings and grounds.
3. Inspection of classrooms, toilets and all other public areas.
4. Locking/unlocking doors.
5. Moving of equipment and furniture.
6. Operative of CCTV system.
7. Setting up rooms for functions etc.
8. Enforcement of parking regulations. Duties will include manning of the car park and patrolling of the car park as directed.
9. Administration of lost property and student locker system.

10. Enforcement of no smoking regulations.
11. Administration of the University's goods inwards service and deliveries to schools.
12. Investigation of thefts/incidents and submitting relevant written reports.
13. Liaison with the Gardai as necessary.
14. Liaison with outside security contractors as necessary.
15. Dealing with day to day matters relating to safety and fire prevention.
16. Security/traffic control of University events e.g. Graduation.
17. Distribution of keys.
18. Organisation of Estates Office Stores.
19. Checking and cleaning University notice boards.
20. Other duties as directed by the Estates Office.

Salary scale: €601.49 - €698.08 per week (inclusive of shift allowance)

Closing date: 22nd August 2016

Application forms are available from: www.dcu.ie/vacancies/current.shtml and from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149 Fax: +353 (0)1 700 5500 E-mail: hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line:

Job Ref # 386 – Security Services Operative

Applications should be submitted by email to hr.applications@dcu.ie or by Fax to Ext. 5500 or by internal post to the Human Resources Department, Dublin City University, Dublin 9.

Dublin City University is an equal opportunities employer