Applications are invited from suitably qualified candidates for the following position:

**Security Services Supervisor**  
Estates Office  
2 x Permanent Posts

**Background**

Dublin City University is widely recognised as a dynamic and innovative institution that is distinguished both by the quality and impact of its graduates and by its focus on the translation of knowledge into societal and economic benefit. Having grown its student population by more than 50% in the past five years, DCU is Ireland’s fastest growing University and today hosts more than 17,000 students across its three academic campuses (DCU Glasnevin Campus; DCU St. Patrick’s Campus; DCU All Hallows Campus). With five campuses in total (three focused on Academic matters, one on Innovation, and one on Sports) in close proximity, DCU now has a substantial footprint in the Glasnevin-Drumcondra region of North Dublin.

The Estates Office is responsible for the management of the University’s physical assets and the provision of facilities services in a multi-campus environment. We now have a requirement for two Security Service Supervisor to oversee day to day activities and staff supervision within our Security Services section. The Security Service Supervisor will coordinate the frontline security team and to ensure security operational requirements are delivered to a high standard. While this position is primarily based on the St Patrick’s and All Hallows’ Campus, it is envisaged 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.

**Role Overview**

Reporting, to the Head of Estates or his/her nominee, the post-holder will assist in all aspects of the provision of security services in addition to various functions carried out by the Estates Office. The post holder will focus on using best industry practice to improve the efficient running of campus security services. The successful post holder will implement the security services strategy with an emphasis on supervision of both in house and contracted staff. This will include liaising and co-ordination with internal and external stakeholders and wider university community as well as each of the various Estates Operations, Projects and administration teams, and external the University’s...
contracted security service provider. The appointed Supervisor will be expected to assist in the effective operation of Estate Services including the day to day office and security staff management.

**Duties and Responsibilities:**
Please refer to the job description for a full list of duties and responsibilities associated with this role.

**Qualifications and Experience**
This position is open to candidates who meet the following criteria:

- The post requires an innovator and self-starter who will supervise the in-house security service team, the contracted service provider staff and will assist the Facilities Officer on the St Patrick’s and All Hallows’ Campuses.
- Knowledge of computer based security systems and the wider security industry would be an advantage.
- Excellent communication skills and demonstrable experience and ability to positively interact with both Internal and External Stakeholders is essential.
- A full current driving licence is essential.
- 3 years' relevant experience, preferably in a campus based supervisory role.

**Mandatory Training**
The post holder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety, Manual Handling, First Aid and Data Protection (GDPR). Other training may need to be undertaken when required.

**Salary Scale:** €43,063 - €49,232 (Estates General Services Duty Supervisor)

Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the Estates General Services Duty Supervisor salary scale in line with current Government pay policy.

**Closing date: 8th of June 2020**

**Informal Enquiries in relation to this role should be directed to:**

Mr. Stephen Toomey, Operations Manager, Estates Office, Dublin City University.
Phone: +353 (01) 7005142 Email: stephen.toomey@dcu.ie

*Please do not send applications to this email address, instead apply as described below.*
**Application Procedure:**

Application forms are available from the DCU Current Vacancies (open Competitions) website at http://www.dcu.ie/vacancies/current.shtml and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 7005149.

Applications should be submitted by e-mail with your completed application form to hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #BC1112/1113 Security Services Supervisor 2x Permanent Posts.

Dublin City University is an equal opportunities employer and is committed to promoting gender equality reflected in its attainment of the Athena SWAN Bronze Award. Information on a range of university policies aimed at creating a supportive and flexible work environment are available at www4.dcu.ie/policies/policy-starter-packs.shtml.