



**JOB DESCRIPTION**  
***Security Services Operative (GSO 2)***  
***Estates Office***  
***Permanent***

**Dublin City University**

Dublin City University (DCU) is a young, ambitious and vibrant university, with a mission ‘to transform lives and societies through education, research, innovation and engagement’. Known as Ireland’s ‘University of Enterprise’, DCU is a values-based institution, committed to the delivery of impact for the public good. DCU was named Sunday Times Irish University of the Year 2021.

DCU is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. More than 18,000 students are enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education.

DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on delivering a transformative student experience, and its positive social and economic impact. The university continues to develop innovative programmes in collaboration with industry, such as the DCU Futures suite of degrees, which are designed to equip graduates with the skills and knowledge required in a rapidly evolving economy.

DCU’s pursuit of excellence has led to its current ranking among the top 2% of universities globally. It is also one of the world’s Top Young Universities (QS Top 100 Under 50, Times Higher Top 150 Under 100). In the Times Higher Education University Impact Rankings 2021, DCU ranked 23rd in the world for its approach to widening participation in higher education and its ongoing commitment to eradicating poverty, while it ranks 38th globally for its work in reducing inequality and 89th globally for gender equality.

The university is ranked 23rd in the world and first in Ireland for its graduate employment rate, according to the 2020 QS Graduate Employability Rankings. Over the past decade, DCU has been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

## **Overview of the department**

The Estates Office is responsible for the management of the University's physical assets and the provision of operational services across a multi-campus environment. There is a requirement for a Security Operative to join the existing Estates Office in-house Security team. While this position is initially based on the Glasnevin Campus it is envisaged that the post holder may be required to provide services across all University campuses including travel between campuses to carry out duties as the need arises

## **Role Profile**

Reporting to the Head of Estates or nominee, the position requires a flexible approach to work as the duties of Security Services Operative change in line with the needs of a dynamic University environment. The hours of work are based on a Monday - Friday 2 shift pattern (Shift 1 - 08:00 to 16:00 and Shift 2 - 16:00 to 00:00). The team roster switching from Shift pattern 1 to Shift pattern 2 week to week.

## **Duties and Responsibilities**

The duties and responsibilities of the position include, but are not restricted to, the following:

- Patrol property and grounds on foot, securing employees, assets, buildings, gates, and fence perimeter are secure.
- Dealing with day to day matters such as distribution and franking of University post, room set up for functions, distribution of keys, organisation of the Estates Office stores.
- Administration of lost property and student locker system.
- Administration of the University's goods inwards service and deliveries to schools/units.
- Investigation of thefts/incidents and submitting relevant written reports.
- Liaison with the Gardai and outside security contractors as necessary.
- Security/traffic control of University events e.g. Graduation.
- Ensuring that all doors/entry and exit points are secure depending on shift.
- Moving of equipment and furniture as required.
- Control and monitor surveillance CCTV systems.
- Inspect and take the appropriate action adhering to University policy on incidents, suspicious activities, and fire and safety instances whilst enforcing the universities no smoking policy.
- Enforcement of parking regulations. Duties will include manning of the car park and patrolling of the car park as directed.
- Checking and maintaining University notice boards.
- Other duties as directed by the Estates Office.

Whilst the foregoing list captures many of the tasks for which the successful individual shall be tasked with, it should not be regarded as exhaustive. Other duties will be assigned according to the needs of the office and university.

## **Qualifications and Experience**

### **Requirements**

- Applicants should have a suitable level of education and at least 3 years' relevant experience.
- A full current driving license is essential.

### **Attributes**

- Excellent Verbal and Written Communication Skills and an ability to positively interact with both internal and external stakeholders including flexibility to be able to adapt to stakeholder requirements.