



**Security Services Operative II  
Estates Office  
Permanent**

**Overview**

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.

**Role Profile**

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 a Security Service Operative to supplement the existing team ensuring security operational requirements are delivered to a high standard. While this position is primarily based on the St Patrick's 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.

**Duties and responsibilities:**

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 rapidly expanding University. The hours of work are based on a weekly 2 shift pattern.

At present these duties include:

- Distribution and franking of University post.
- Patrols of buildings and grounds.
- Inspection of classrooms, toilets and all other public areas.
- Locking/unlocking doors.

- Moving of equipment and furniture.
- Operative of CCTV system.
- Setting up rooms for functions etc.
- Enforcement of parking regulations. Duties will include manning of the car park and patrolling of the car park as directed.
- Administration of lost property and student locker system.
- Enforcement of no smoking regulations.
- 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 as necessary.
- Liaison with outside security contractors as necessary.
- Dealing with day to day matters relating to safety and fire prevention.
- Security/traffic control of University events e.g. Graduation.
- Distribution of keys.
- Organisation of Estates Office Stores.
- Checking and cleaning University notice boards.
- Other duties as directed by the Estates Office.

Whilst the foregoing list captures many of the tasks that the post holder shall oversee, it should not be regarded as exhaustive. Other duties will be assigned according to the needs of the office and university.

**Requirements/Qualifications:**

- Applicants should have the required level of education and at least 3 years' relevant experience, preferably in a campus based security role
- Excellent communication skills and demonstrable experience and ability to positively interact with both Internal and External Stakeholders is essential
- A full current driving license is essential.

**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.