

JOB DESCRIPTION



JOB TITLE	Security Operative
DATE	July 2025
DIVISION	Healthcare & Education (SEF)
SITE / OFFICE	Designated Region – SEF
REPORTS TO	Security Operations Manager

ROLE OVERVIEW

This recruitment campaign is being managed by **OCS Group UK** on behalf of **Sussex Estates and Facilities LLP (SEF)** - which is a partnership formed between OCS and the **University of Sussex**. SEF is the direct employer for this role and is responsible for delivering facilities management services across the University of Sussex estate.

OCS is proud to partner with the University of Sussex in this long-term collaboration. With a workforce of over 50,000 colleagues and a turnover exceeding £2 billion, OCS is a market leader in delivering innovative and award-winning services across facilities management, including hard services, cleaning, security, and catering. These strengths underpin our commitment to excellence in the SEF partnership.

Our shared mission is to enhance the University campus by ensuring it operates smoothly and efficiently, aligning with the University's values and commitment to sustainability. Together, we are dedicated to making the campus a better place for students, staff, and the broader community. The partnership is built on the core values of **Trust, Respect, Unity, and Empowerment**, guiding how we work and deliver services.

Please note: The employing organisation for this role will be Sussex Estates and Facilities LLP.

Working as part of a team to provide a professional, efficient, and approachable security service whilst maintaining a high level of customer service to students, staff, and visitors. To ensure the University campus is a safe environment for all campus users.

KEY TASKS & RESPONSIBILITIES

- Patrolling the site (on foot, by car) to prevent or detect security breaches or anti-social behaviour.

- Responding to emergencies, including alarm activations and traffic incidents, and taking initial safeguarding actions.
- Operating the Security Control Room, including monitoring CCTV, fire, and intruder alarms, and managing communications via phone, radio, and in person.
- Work with the University Emergency Response Team in providing first aid
- Issuing and logging keys/access cards for residents, contractors, and staff.
- Carry out locking and unlocking of campus buildings
- Assisting with building evacuations, escorting valuables, handling complaints (e.g. noise, anti-social behaviour), and supporting guests and visitors.
- Act as a first point of contact for students seeking assistance.
- Offer support to other University departments e.g. Housing, Student Discipline, Residential Life Team.
- Undertake any reasonable task required to ensure the efficient and professional functioning of the security department and the wider FM team.
- Assisting with student/staff lockouts and reception duties when required.
- Access control.

QUALIFICATIONS, SKILLS & EXPERIENCE

- Must have Right to Work in the UK.
- Candidates must be willing to undergo BS7858 security vetting and an enhanced DBS check to ensure suitability for working.
- Active SIA DS and CCTV Licences.
- Clear, timely, and appropriate verbal and written communication is essential for interacting with residents, staff, and emergency services.
- Must be able to active tasks such as patrols and manual handling.
- A professional, tactful, and helpful approach to dealing with students, staff, and the public, including in high-pressure situations.

CORE EXPECTATIONS

- Valid SIA licence (essential).
- Confident using PCs and digital systems (e.g., CCTV, alarm systems).
- Strong communication skills, both written and verbal.
- Ability to work under pressure and handle sensitive situations tactfully.
- Flexible, cooperative, and customer-focused approach.

Working Arrangements

- Full-time position with shift-based scheduling.
- Based on-site at a university campus.
- Uniform and relevant equipment provided.
- Role involves both indoor and outdoor duties in all weather conditions.

Acceptance of role

Revisions:

The Company reserves the right to alter these responsibilities and you will be advised of any changes through the normal method of communication.

AGREEMENT:

I confirm that I have read and agree with the responsibilities specified within the Key Tasks and Responsibilities Section of this job description

Name:

(Job Holder)

Signature:

Date:

Name:

(Line Manager)

Signature:

Date: