



Job Description

Position Title	Campus Safety Officer
Department	Safety & Control Room
Reporting To	Manager Safety & Control Room
Date	November, 2016
Type of Position	Contractual

POSITION DESCRIPTION

The Campus Safety Officer (CSO) will look after internal campus facilities Safety and Security through constant physical surveillance and monitoring rounds. The role requires shifts duties rotation on monthly basis (Morning-Evening & Night) consisting eight hour's duty from Monday to Sunday with one day off between the weeks or weekends.

DUTIES AND RESPONSIBILITIES

- ✓ Remain visible in campus, especially noticeable to students.
- ✓ To maintain close coordination with students at campus to ensure their safety & security with swift response.
- ✓ To guide students / staff / visitors against any safety & security concerns, hazard or observation and to ensure compliance of the procedures in polite and firm manner as per given SOP's.
- ✓ Supervising the student activity during arrival and departure through Vans for ensuring safe transit and assist for help in coordination with report department during daily routine and upon any events.
- ✓ Documenting policy violations, sharing information with line manager and HOD for information and action as per requirement.
- ✓ Regular shift-wise monitoring of complete internal and external facilities and spaces through random patrolling throughout the duty and a special survey upon opening and closing of campus.
- ✓ Perform safety and security handling functions and close monitoring during all sort of events or activities organized by university students / staff/ faculty & management.
- ✓ Monitor campus visitor's activity and prevent unauthorized persons from entering.
- ✓ Uphold daily safety measures and assist senior fire and safety supervisor in assuring checks and responsibilities compliance on campus and respond to emergency situation as per CRT plan.
- ✓ Provide excellent customer service to students, faculty, staff, and campus visitors.
- ✓ Mandatory to refresh fire-fighting skills through refresher training and practically involve during any safety incident or requirement.
- ✓ Regularly check the status/condition of fire-fighting equipment and report to manager in case of observations.
- ✓ To inspect any identified location upon notification by control room for safety and security check and confirmation accordingly with action against receiving of any fire alarm at control room.
- ✓ Assume leading role during emergency drills and assist line manager / senior fire & safety supervisor.
- ✓ Maintain swift coordination and communication with control room and security team for dissemination and rectification of the observations.
- ✓ Responsible to execute daily observations, incident report etc.to the line manager.

- ✓ Assist control room team for identification of technology faults and issues while conducting visits.
- ✓ Act as a custodian to handle operations of the intruder alarm system installed at various areas.
- ✓ Perform other duties / responsibilities assigned by line manager related to safety and security of campus.
- ✓ Should be physically / mentally fit and possess clean record of previous services.

REQUIRED JOB SPECIFICATIONS

Required Qualification	Minimum Intermediate preferably holds Bachelor's Degree.
Required Experience	2-3 years of professional full time experience of security / fire & safety field.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	verbal and written English and Urdu skills	Medium
2.	Flexible in terms of working hours and extra working hours upon requirement.	High
3.	Mature, self-driven, results-oriented individual, who displays flexibility and the ability to connect with others and willing to accept a challenging safety and security role.	High
4.	Ability to enforce policies and confront policy violations	High
5.	Possess strong interpersonal skills with the ability to work with others across departmental/divisional lines.	High