

Job Description

Position Title	Security Surveillance Officer (Female)
Department	Safety & Control Room
Reporting To	Senior Manager Safety & Control Room
Type of Position	Full Time / Part Time / Contractual / Internship

POSITION DESCRIPTION

The Security Surveillance Officer (SSO) will look after internal campus facilities safety and security surveillance functions. The SSO will report to Senior Manager Safety & Control Room. The role requires shift duty from Monday to Saturday i.e., in Morning and Evening Shift from 8am to 4pm and 12pm to 8 pm. During conduct of Event and Academic activities the Staff may require to be deployed on duty after 8pm and on off days as well. The duty shift may not be fixed for any shift and rotation is mandatory.

DUTIES AND RESPONSIBILITIES

- ✓ Remain visible in campus, especially noticeable to students.
- ✓ To maintain close coordination with students at campus and assist on any safety and security requirement with swift response.
- ✓ To guide students against any safety & security concerns, hazard or observation and ensure compliance of the procedures in polite and firm manner.
- ✓ Responsible for ensuring safety and security of the Campus including Students, Faculty, Personnel's, Visitors, Guest and Equipment's.
- ✓ Responsible to monitor student arrival & departures activities at the designated transportation areas.
- ✓ To observe student guest and ensure compliance against student guest policy.
- ✓ To observe, ensure compliance against after office hour's occupancy and late hour's occupancy policy.
- ✓ Documenting policy violations, sharing information with relevant authorities (Senior Manager & HOD) for information and action and ensuring implementation of all relevant department SOP's.
- ✓ Uphold daily safety measure and responsible to identify, ensure safety precautions / measures immediately against construction and maintenance work activities.
- ✓ Be a part of all safety and security trainings, fire and safety demonstrations, firefighting activities etc.
- ✓ Monitor and provide emergency response accordingly against any natural disaster, safety and security incidents with counter measures against any threat.
- ✓ Monitor campus visitor's activity to restrict unauthorized persons access at Campus.
- ✓ Maintain heighten safety and security surveillance as per assigned duties during routine and special event and activities.
- ✓ Provide excellent customer service to students, faculty, staff, and campus visitors.
- ✓ Regularly check the status/condition of fire-fighting equipment and report to supervisor/manager in case of observations.
- ✓ Assume leading role during emergency drills.
- ✓ Maintain swift coordination and communication with control room and security department for dissemination and rectification of the observations.
- ✓ Responsible to execute daily observations, incident report etc.to the line manager on the reporting templates.
- ✓ Initiate incident and risk reporting's to all concerns.
- ✓ Acquire training and knowledge to handle any given role on interim period upon requirement.
- ✓ Assist control room team for identification of technology faults and issues while conducting visits.

Revision Date		Version	
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- ✓ Perform relevant duties / responsibilities assigned by line manager.
- ✓ Responsible to ensure availability as per assigned duty shift by line manager.
- ✓ Ensure compliance against the Campus Safety Security Opening and Closing Procedures.
- ✓ Possess professional Ethics, Positive attitude, Self-discipline and Professional bearings and willing to perform duty with flexibility in timings / Shifts.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Minimum Intermediate & Bachelor's Degree will be Preferred
Required Experience	✓ Professional Experience in Safety and Security will be Preferred. Fresh Candidates may also Apply.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Communication Skills	Medium
2.	Discipline & Behavior	High
3.	Security & Safety Operations Information	Medium
4.	Presentable Personality	High
5.	Computer Handling (MS Office & Email)	Medium

Verified By (For HR Only)

Line Manager (If Any)

Head of the Department

Revision Date		Version	
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