

ACCESS AND SECURITY OFFICER

Estates and Facilities Directorate

GG701

CANDIDATE BROCHURE



CONTENTS

3	What makes UEA so special?
5	The Role
7	The Person
8	Further Information including How to Apply
9	About the Directorate
11	Our Values
12	Accolades
13	A Sustainable University
14	Our Campus
15	Norwich - City of Stories
16	Location



WHAT MAKES UEA SO SPECIAL?

The University of East Anglia is a publicly funded major UK research and teaching university. It was built to embody a radical new vision for higher education, where interdisciplinarity is crucial and excellence in both research and teaching is valued. UEA consistently ranks within the top quarter of universities in the UK for the quality of research and teaching.

As a major regional employer and cultural centre, we take our regional civic responsibilities very seriously and have kept our sights on the people and place we call home. In fact, we launched our University Civic Charter in October 2023; created from in-depth community engagement, renewing our commitment to the region as part of our 60th anniversary.

There are many things which make UEA special, not least of which is the community of staff and students that work and study here. UEA includes three Nobel prize winners, including Sir Paul Nurse and Sir Michael Houghton, and many fellows of the Royal Society and British Academy amongst our alumni and current staff.

Our campus is home to Sir Denys Lasdun's iconic brutalist architecture set in hundreds of acres of beautiful country park that includes a large broad (lake). In the spirit of Lasdun's ambition to inspire an anatomy of ideas, today, UEA is tackling some of the key challenges of the changing world. UEA's research combines disciplines and breaks new boundaries across its priority

research themes of climate, creative and health.

UEA is the place where global warming was first documented. Since the 1970s, UEA's Climatic Research Unit, and more recently Tyndall Centre for Climate Change (Headquarters hosted at UEA), have played a pivotal role in developing temperature records and climate models, contributing to the understanding of climate change, and informing global policy. Many UEA scientists have played significant roles in the Intergovernmental Panel for Climate Change (IPCC), which was jointly awarded the 2007 Nobel Peace Prize for its efforts to increase public knowledge of anthropogenic climate change. Environmental Science and Global Studies at UEA continue to be a major powerhouse for research and teaching.

UEA is widely regarded as a pioneer in creative writing, having established the UK's first Creative Writing Masters programme in 1970. This renowned programme has since attracted and produced numerous successful writers, including Booker Prize winners such as Ian McEwan and Anne Enright, and Nobel Prize Winner Sir Kazuo Ishiguro. In recent years, UEA academics have played a pivotal role in the discovery and presentation of the Gloucester Royal shipwreck (Norfolk's Mary Rose). Our iconic Sainsbury Centre for Visual Arts is a major museum and arts research facility.



Health research at UEA not only embraces the Faculty of Medicine and Health but draws in research from both social and natural sciences. Research under this theme has made major contributions in the fields of healthy ageing, epidemiology and involving citizens (via our innovative Citizens' Academy) in improving health care outcomes. This theme benefits from close association with the other major research institutes on the Norwich Research Park; notably the Norfolk and Norwich University Hospital and the Quadram Institute. The Norwich Cancer Research Network, and Norfolk Institute for Healthy Ageing, are examples of key mechanisms for delivery of real impact from health research at UEA.

UEA has been a major success over the last 60 years and looks forward with confidence to the next 60 years.

For an informal discussion about the post please contact Davey Whales, Head of Security via 01603 59 3754.

UEA is part of the Norwich Research Park

Norwich Research Park (NRP) membership locates UEA in one of the largest concentrations of research institutes in the whole of Europe – four independent internationally-renowned research institutes: John Innes Centre, Quadram Institute, Earlham Institute and The Sainsbury Laboratory; with the University of East Anglia and Norfolk and Norwich University Hospitals NHS Foundation Trust, supported and funded by The John Innes Foundation, The Gatsby Foundation, and UKRI Biotechnology and Biological Sciences Research Council.

The NRP provides an ideal environment for collaborative use of infrastructure and facilities, with a single portal for academics and businesses to access the specialist facilities across the Park.

The Enterprise Centre is a regional business, knowledge and innovation hub, with workspace provision and supports over 80 businesses working alongside UEA staff and students in a dynamic and vibrant entrepreneurial community. On the wider NRP, there are dedicated laboratory and office spaces in the Innovation Centre and Centrum hosting over 600 staff within a total of 115 businesses and spinouts.



THE ROLE

With a strong Customer focus under the University Values and in order to give the best student experience, you will provide and maintain a safe, secure and sustainable environment for staff students and visitors to the UEA 24 hours a day throughout the year.

You will protect the buildings and property of the UEA and the welfare and property of Staff, Students and Visitors.

You will respond to alarms, operate the CCTV system and several other IT based systems within the Control room, be the first responder for incidents and a point of contact for information both within the Control Room and externally Campus wide.

You will provide a customer focused, reassuring 24/7 presence on campus both within the Security Control Room and through external foot, mobile and CCTV patrols.

You will react and respond to alarms, and several other IT based critical systems. Write reports and investigate reported incidents. Deter and investigate criminal activity; antisocial behaviour. Assist and maintain a safe and secure Campus. Undertake traffic management duties; act as first responders as required, to Security, Health and Safety, fire and welfare related incidents. Daily you will represent the University as a first point of contact and assist in the smooth running of University events.

KEY RESPONSIBILITIES

- Provide advice and information to students, staff and visitors and respond to any requests for assistance in a customer-focused manner both within the Control room and externally on Campus.
- Carry out internal and external patrols of the campus, either on foot or mobile, with a view to the prevention and detection of breaches of security, fire and other incidents, including crime, disorder and anti-social behaviour.
- To proactively monitor the campus via CCTV to pre-empt any activity or behaviour which would have a detrimental effect on staff or students or university property and take ownership of the system and its functions.
- To ensure always that you are up to date with current changes in legislation and technology advancements in relation to GDPR, CCTV and control room advancements.
- Manage and control traffic and direct parking and related problems as required.
- Enforcement of UEA traffic regulations in a manner consistent with the customer-focused, environmentally friendly ethos of the Division.
- Provide an escort service in appropriate circumstances for vulnerable students and staff, including cash and valuables in transit, on Campus property.
- Provide initial response to emergency alarms and incidents, acting as a first point of contact in accordance to Law and Standard Operating procedures and either deploy or react to deployment as appropriate.

THE ROLE (CONTINUED)

- Investigate any report of crime, damage, defect or other incident and take immediate necessary action as required. Take statements and complete a Security Services Incident/Crime Report as appropriate. Liaise with internal depts or Norfolk Police, Fire Service or Ambulance Service as appropriate.
- Undertake First Responder training and provide first aid cover as and when required.
- Monitoring vehicle access control and the issue and inspection of passes and permits.
- Monitor and or respond to as required to all critical alarms systems in the Control room from across the University and setting alarm systems, BMS, Disabled Room, Lifts and refuge alarms, taking appropriate action following standard operating procedures.
- Maintain key discipline, issue and receipt of keys according to standard operating procedures.
- Have a good working understanding of the access control system to ensure buildings can be locked/unlocked as required and reports can be generated when required to assist with investigations.
- To monitor, manage and triage the Critical Arc system, receive, and manage alerts and co-ordinate or react to as appropriate.
- Initiate callout procedures as appropriate and as per the relevant Standard Operating procedure.
- Maintain and operate radio communications within Security Services; and operate as telephone communications centre for the University during out of office hours, including processing maintenance requests and contacting 'on call' maintenance personnel to deal with emergency break downs.
- To report any equipment failure to the Duty Manager to maximise operations of all systems.
- Maintain Security records and utilise University computer databases as and when required, in accordance with standard operating procedures.
- Record any report of Found or Lost Property and ensure secure storage and disposal of Found Property in accordance with standard operating procedures.
- Handle money received in accordance with University accounting procedures.
- Act as Fire Warden as required.
- Assist with the induction training, familiarisation and mentoring of new staff.
- Carry out all duties in a smart and professional manner wearing the uniform provided.
- As occasion requires for you to deputise for your Line Manager in the operational control of your shift.
- Undertake such other duties, commensurate with the grade, as required by the Head of Security Operations and provide emergency cover for periods of staff shortage or emergency situations.

The above Job Description provides a general overview of the anticipated functions and reflects the current duties and may be amended over time.

THE PERSON

EDUCATION, EXPERIENCE AND ACHIEVEMENTS

- Educated to GCSE level, or equivalent, including a Grade C or above in Maths and English (E)
- Substantial recent experience gained of working in a similar security environment (E)
- Experience working with a diverse range of backgrounds (E)
- SIA Parts 1 and 2 exams/ AUCSO HE Security Officer's Basic Job Training qualification or equivalent (D)
- Experience in a similar role within the education sector (D)
- Experience of CCTV operation (D)

SKILLS AND KNOWLEDGE

- Excellent customer care skills (E)
- Good IT skills, with experience in Microsoft Office Software (E)
- Ability to write reports and comprehend policies and procedures (E)
- Excellent oral, written and interpersonal and communication skills with ability to deal

face-to-face, via telephone and email with individuals from a variety of backgrounds, cultures and nationalities (E)

- Excellent interpersonal skills (E)
- Awareness of health and safety issues (D)
- First aid trained (D)
- Able to communicate at a basic level in other languages (D)

PERSONAL ATTRIBUTES

- Self-motivated with a proactive approach (E)
- A committed team player (E)
- Ability to remain calm and professional in challenging situations (E)
- Approachable and courteous manner (E)
- Sensitive to the views and needs of others (E)
- Flexible work attitude – responsive and adaptable approach to tasks (E)

SPECIAL CIRCUMSTANCES

- Full driving licence (adjustments will be considered for disabled candidates) (E)
- Must be able to meet the fitness requirements of the role (E)
- Must be prepared to work a 12-hour rotational shift pattern (E)
- This appointment is subject to a criminal record check from the Disclosure and Barring Service (DBS) (E)

Essential Requirements (E) are those, without which, a candidate would not be able to do the job.

Desirable Requirements (D) are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

FURTHER INFORMATION

The post is available immediately on an indefinite full-time basis.

Salary will be £37,445 to £38,853 per annum on Grade 4 on the single salary spine (consolidated, based on a 42-hour working week and including a shift payment and weekend working payment).

Place of Work - The University is strongly committed to providing an excellent student experience and research environment, and it is expected that all staff will be available on campus to carry out their duties during their working week in support of these goals.

If successful you will be asked to show evidence of right to work in the UK prior to any formal offer being made. Non-British and non-Irish nationals entering the UK to undertake employment or who are currently in the UK will have to meet eligibility criteria under the points-based immigration system. The University may be able to provide sponsorship under the Skilled Worker route if relevant criteria are met. Please note, due to the complexities of the immigration system, Skilled Worker visa sponsorship is not guaranteed for every role. If you would like further information about whether this role is eligible for visa sponsorship, please contact staff.visacompliance@uea.ac.uk

The post is superannuable under the Group Personal Pension and there is an annual holiday entitlement of 20 days plus statutory (8 days) and customary (6 days) holidays, pro rata for part-time. The University is committed to creating an environment where the health, welfare and safety of all students and staff is of paramount importance. The University's Safeguarding Policy addresses both child protection and safeguarding children, young people and vulnerable adults within the work of the University. Appointment will be subject to satisfactory pre-employment checks, which may include an Occupational Health assessment and a criminal record check at Enhanced level from the Disclosure and Barring Service (which you will be required to pay for). For roles based within an Educational setting, Enhanced checks will be carried out every 3 years at the cost of the University. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

Information on the benefits of working at UEA can be found at <https://www.uea.ac.uk/about/working-at-uea>.

If you require the information contained within this candidate brochure in a different format please email staff.recruitment@uea.ac.uk

HOW TO APPLY

To apply for this vacancy, please follow the online instructions at: <https://vacancies.uea.ac.uk>

The closing date for this role is 11:59pm on **24 August 2025**.

It is anticipated that interviews will take place on **3 September 2025** and we will inform you of the outcome of your application prior to this date.

Candidates should note that travel and incidental expenses incurred in attending an in-person interview will not be reimbursed.

ABOUT THE DIRECTORATE

UEA is a Campus University, and the Estates and Facilities Division is proud to be able to make a positive contribution to the University's vision by managing, developing, and creating a Campus that makes a positive impact on the living and learning experience for students and staff.

The Division is responsible for the operation and development of the University. It oversees the smooth running of the Campus, managing and maintaining both academic and residential buildings as well as the 360 acres which encompass the UEA campus, Blackdale, Bob Champion and Triangular site areas.

In maintaining the University's buildings and grounds, it comprises Cleaning and Grounds, Security, Transport, Maintenance and Building Management Services, Space Management, Post and Portering, Projects, and Development Services (including Electrical and Mechanical Engineering and Utilities).

The Division is also responsible for the continual development of the Campus to provide the right built estate for the University's business.





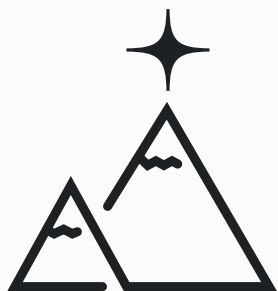
OUR VALUES

Shaped by staff, our UEA values represent a core set of standards for how we behave as an employer, drive excellence in teaching, learning and research, and collaborate as an anchor institution in our local community.

From tackling global challenges, striving for student and staff success, and creating a vibrant inclusive environment, our values are what unite us.

- ✦ AMBITION
- ✦ COLLABORATION
- ✦ EMPOWERMENT
- ✦ RESPECT

OUR VALUES (CONTINUED)



AMBITION

We are ambitious for our future success.

We are forward-thinking and brave in our approach and decisions. We make space for innovation and creativity, seizing opportunities that are responsible and sustainable. We are ambitious for the advancement of education and research.



COLLABORATION

We are collaborative in our approach.

We work together with shared purpose. We build connections, share ideas and develop new networks. We champion our regional, national and global relationships and demonstrate that together we can achieve greater goals and positively influence the world around us.



EMPOWERMENT

We empower ourselves and each other.

We develop ourselves and others, trusting people to make decisions based on their expertise and knowledge. We continually improve systems and processes to support us in working in an agile and efficient way.



RESPECT

We respect each other.

We treat everyone with respect and dignity. We value diversity and foster a community where people can express different thoughts and views. We are open to challenge, so we can learn and improve. We encourage a positive, inclusive environment where everyone has opportunities to fulfil their potential.

ACCOLADES

- Queen's Anniversary Prizes for Higher and Further Education have been awarded to UEA for international development studies (2009), creative writing (2011) and environmental sciences (2017). Notable alumni include Sir Paul Nurse (1973, Nobel Prize for Medicine 2001), Kazuo Ishiguro (1980, Nobel Prize for Literature 2017), Michael Houghton (1972, Nobel Prize for Medicine 2020) and Sarah Gilbert (1983) who led the Oxford University team to develop a COVID-19 vaccine, approved in 2020.
- Our Doctoral College, established in 2018, hosts six Doctoral Training Partnerships and integrates Faculty and School provision for 1600 Postgraduate Research Students (including those from across the Norwich Research Park), enabling collaboration and innovation.
- We recognise our global impact and were one of the first universities to declare a climate and biodiversity emergency in June 2019. Our sustainable campus, including over 50 acres of environmentally valuable parkland, is constantly evolving with ambitions to be 100% net zero by 2045 or sooner.
- UEA is a University of Sanctuary, an accreditation given to universities that show an ongoing commitment to creating a welcoming culture of inclusivity and awareness.
- UEA was awarded the Silver Athena SWAN Award in 2019, and all our Schools hold awards at Bronze or Silver.

A vibrant place to study, learn and work, UEA is a very special place.



A SUSTAINABLE UNIVERSITY

At UEA, we are now working to create a university that will be even better in the future, and we are working to achieve net zero carbon by 2045 (or earlier). Our Sustainable Ways vision is one of a resilient university – where consumption is efficient and self-generated energy supports low carbon goals, supported by a vibrant community of world-leading researchers and inspired graduates.

At a basic level, our sustainable development means that we try to balance the ‘three pillars’ of environmental, economic and social elements.

We challenge our environmental impact through on-site energy generation and a district heating and cooling network, reducing our reliance on grid electricity and therefore fossil fuels. We promote and use recycled and ‘eco’ products such as biological cleaning materials. We champion local suppliers and ethical causes, including Fairtrade and vegan products. We seek to ensure value for money in a holistic, whole-life costing sense in our new buildings and procurement contracts.

OUR INITIATIVES

Central campaigns, such as holiday shut-downs or awareness day events, support a whole-University approach to energy saving and other initiatives.

Follow us on Twitter [@SustainableUEA](https://twitter.com/SustainableUEA)



OUR CAMPUS

UEA is based on a campus that provides top quality academic, social and cultural facilities to over 17,000 students.

Although located in 320 acres of rolling parkland, virtually no part of the campus is more than a few minutes' walk from anywhere else, so everything is close at hand – the library, nursery, health centre, supermarket (incorporating a post office), banking facilities and restaurants. Amongst the striking buildings is the UEA's Sainsbury Centre for Visual Arts, which contains the Robert and Lisa Sainsbury Collection – one of the greatest art collections formed in Europe during the 20th Century.

The University has invested in new learning and teaching and research spaces, including a celebrated new Enterprise Centre that underpins its commitment to promoting student enterprise and entrepreneurship.

Sport and Recreation plays a major part in the life of the University of East Anglia, centred around the major Sportspark facility which is one of the most successful community sport facilities in the UK. This accessible and affordable facility provides a diverse range of activities, and incorporates a 50m Olympic size swimming pool, indoor climbing wall, coaching resource centre and sports injury clinic.



NORWICH

A CITY OF STORIES

The city's motto is 'A fine city' and its strong cultural heritage has seen Norwich maintain the best of its historical character whilst developing to become one of the most vibrant and attractive cities in Europe. Norwich offers miles of riverside walks and cycle ways, and a unique collection of 1930's parks. The city is surrounded by beautiful countryside and within easy reach of the stunning Norfolk coast.

Norwich is a UNESCO World city of Literature, the first in the UK, as well as being one of the newly named Tech Cities recognising the growth of digital businesses in the region. The most prominent high-rise building, apart from the castle, is the magnificent 11th century cathedral, which still dominates the skyline. The city's medieval centre of cobbled streets remains largely intact, but there is still space for modern buildings such as the city's centrepiece, the Forum, which is a striking piece of contemporary architecture. The glass front overlooks the colourful open-air market (one of the largest in the country) and reflects the city in all its diversity.

The city is consistently rated as one of the top ten shopping venues in the UK. Norfolk and Suffolk attract thousands of visitors each summer. The famous Norfolk Broads are among the most important wetlands in Europe and a haven for rare plants, wildlife and insects. The Broads attract holidaymakers who come to navigate the intricate natural network of waterways formed by the Rivers Bure, Yare and Waveney and their tributaries.

For further information about UEA's excellent facilities, staff benefits, picturesque campus and the UEA working environment, please visit the 'Careers at UEA' microsite <https://www.uea.ac.uk/about/working-at-uea>. Additional information about living and working in the city of Norwich can be found at <https://www.workinnorwich.co.uk/>



If there is another city in the United Kingdom with a school of painters named after it, a matchless modern art gallery, a university with a reputation for literary excellence which can boast Booker Prize-winning alumni, one of the grandest Romanesque cathedrals in the world, an extraordinary new state-of-the-art public library then I have yet to hear of it. Norwich is a fine city. None finer.

STEPHEN FRY



LOCATION

Some cities you've heard of, others you have to discover.

Norwich is one of the most beautiful, modern historic cities in Britain. It's a city that celebrates the independent, stimulates creativity, promotes change and encourages diversity.

UEA is a campus university located 3 miles from the centre of Norwich. Situated in the heart of Norfolk, which means it's an ideal location to explore Norwich and beyond.

BY RAIL

LONDON • 2 HOURS

CAMBRIDGE • 1 HR 15 MINS

BIRMINGHAM • 4 HOURS

Many European cities (including Paris and Amsterdam) easily accessible by train

BY ROAD

KINGS LYNN • 1 HOUR

CROMER • 45 MINUTES

SOUTHWOLD • 1 HOUR

BY AIR

NORWICH AIRPORT • 20 MINUTES

STANSTED AIRPORT • 2 HOURS

London is a major airline hub and all main international destinations are easily accessible



An internationally renowned university, UEA is ranked in the UK Top 25 (Complete University Guide 2025), UK Top 30 (The Mail 2025) and the World Top 100 (Times Higher Education Impact Rankings 2024), where it ranks in the UK Top 20 for research quality (Times Higher Education Rankings for the Research Excellence Framework 2021) and World Top 20 for Health and Wellbeing (QS World University Rankings for Sustainability 2024), reflecting the international excellence of its research environment. The University holds UK Teaching Excellence Framework Silver status.

Equality, Diversity, Inclusion and Wellbeing

The University is committed to diversifying its workforce and to the wellbeing of all our staff. For example, we already hold an Athena Swan Silver Institutional Award in recognition of our advancement towards gender equality. Further details on our broader Equality, Diversity, Inclusion and Wellbeing work can be found on our [website](#).

