

Job Description

Security Systems Administrator

Faculty/Directorate: Estates and Commercial Services

Grade: C

Role Profile: SME1

Permanent

Full time: (37 hours per week)

	Duties of the role
Overall purpose of the role	De Montfort University is seeking a highly motivated and experienced Security Systems Administrator to join our team. The key role of the Security Systems Administrator is to maintain and administer the university's Salto Space access control system, as well as other security systems such as the Avigilon CCTV system, the key Trakka system, Security incident management system, and Security Bodycam system. The successful candidate will work closely with the broader Security team and other departments to ensure the security and safety of the university community. The Security Systems Administrator will be a full-time position and will report directly to the Security Systems Officer.
Main duties and responsibilities	Maintain and administer the university's Salto Space access control system, including producing staff ID cards and setting appropriate access permissions for staff, students, and visitors Ensure that all physical electronic locks are up to date and have sufficient power to ensure continued use Administration within the Avigilon CCTV system, including onboarding and graphical mapping Onboarding of new security staff to electronic key systems Work with IT partners to ensure that network systems are operating effectively Assist with administration of the security incident management system Identify potential enhancements to security systems to improve the university's overall security Assist with the Security radio system.

	Duties of the role
	Assist with the implementation of new systems and upgrades to existing systems where necessary Provide a friendly and customer-focused service while prioritising tasks in a high-demand environment Ensure work is undertaken in compliance with UK's Protect Duty Work closely with other departments to ensure the security and safety of the university community Will be expected to identify and undertake any initial investigations or discrepancies and check or allocate costs / obtain authorisation Ensure that the Security Control Room resources are operational and respond to flagged faults. To promote and exhibit DMU values and to be a role model for the University's Code of Conduct. Perform any other duties commensurate with the job grade as reasonably required by the Head of Security (or nominees) from time to time. Treat all DMU staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.

Person Specification

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Area of responsibility	Requirements	Essential or Desirable	*Method of assessment			
			A	I	T	D
Qualifications & Training	GCSE Grade C or higher in English Language and Mathematics.	Essential	X	X		X
	Educated to degree level in an IT related subject, or equivalent experience.	Desirable	X			X
Previous Work Experience	Previous knowledge of working in a higher education environment.	Desirable	X	X		
	Working Knowledge of access control and CCTV systems & software.	Desirable	X	X		
	Experience of implementing and/or managing and using data information systems.	Essential	X	X		
	Demonstratable track record of working with multiple stakeholders to review systems and processes to bring about improved efficiency and effectiveness through the use of IT systems.	Desirable	X	X		
	Experience of working proactively with a minimum of supervision.	Essential	X	X		

Job Related Skills	Strong IT skills in a range of software packages and the ability to quickly learn to use new IT systems.	Essential	X	X	X	
	Well developed communication, presentation, consultation, influencing and negotiation skills.	Desirable	X	X		
	Competent and efficient with verbal and written communications, and able to organise detailed information in a clear and logical manner	Essential	X	X	X	
	Ability to use spreadsheets, databases and Microsoft Office software.	Desirable	X	X		
	Good analytical and problem-solving skills.	Essential	X	X	X	
Interpersonal Skills	Good customer service ethos with the ability to communicate complex information effectively, verbally and written, at all levels of the University.	Essential	X	X		
	Excellent team working skills with those within and outside of the department, and outside of direct management structure	Essential	X	X		
	Excellent self-management and organisational skills, with the ability to work proactively to deliver timely outputs, accurately and effectively under pressure.	Essential	X	X	X	
	Tact and diplomacy to maintain confidentiality when dealing with sensitive information.	Essential	X	X		
Data Protection	To understand and comply with the requirements of GDPR and the Data Protection Act in maintaining confidentiality. Whilst responding to requests with discretion, tact, and diplomacy.	Essential	X	X		
Equality and diversity	To represent and promote the values of DMU and commitment to the principles of Equality, Diversity, and Inclusion.	Essential	X	X		

Other Requirements	A flexible approach to work – Must be prepared to work occasionally outside of normal hours – Including weekend working when necessary.	Essential	X	X		
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***A = Application Form; I = Interview; T = Test; D = Documentary Evidence**