

## Person Specification

<b>Post Title:</b> Campus Operations Manager	<b>Post No:</b>
<b>Organisation Unit:</b> Campus Services	
<b>Grade:</b> PM 2	<b>Date Compiled:</b> February 2019

Attributes	Essential *	Desirable
<b>Knowledge</b>	<p>Relevant knowledge of the Security sector and proven management experience in this field</p> <p>Knowledge of Data Protection, Freedom of Information, Vulnerable Adults legislation and Prevent</p> <p>Knowledge of Health and Safety legislation, business continuity and emergency management response/planning</p> <p>Knowledge of procuring, installation, service and repair of Security systems CCTV, intruder alarms, access control, key management, radio systems, fire systems.</p> <p>Computer literate with a working knowledge of Microsoft Office programmes</p>	<p>Knowledge and understanding of Universities and higher education</p> <p>Knowledge of further education</p>
<b>Skills</b>	<p>Strong management and leadership skills together with excellent communication, influencing, negotiating and engagement skills and able to lead and manage change successfully</p> <p>Able to manage conflicting priorities</p> <p>Political awareness</p>	<p>Effective presentation skills</p>

<p><b>Experience</b></p>	<p>Enthusiastic and committed approach with a track record of building strong, trusted base relationships with colleagues and stakeholders at all levels, providing high level advice to Senior members of staff on Security matters</p> <p>At least 3 years' experience of managing a large team, over multiple sites which also includes shift patterns and nights covering 24/7</p> <p>Significant experience of successfully managing large budgets upward of £1 million</p> <p>Experience of working on large and diverse project teams, including internal and external stakeholders and implementing changes as appropriate</p> <p>Experience of working on large building projects (£10 million plus) arranging for the planning, procurement, delivery of security systems and maintaining and appropriate staffing on completion.</p>	<p>Experience of working within both the private and public sector</p> <p>At least 5 years' experience of managing a large team, over multiple sites which also includes shift patterns and nights covering 24/7</p>
<p><b>Qualifications</b></p>	<p>Educated to A level of equivalent</p> <p>GCSE (or equivalent level) in Maths and English</p> <p>Holder of a full, manual car driving licence that allows you to drive on UK public roads unaccompanied.</p> <p>Completion of satisfactory Disclosure and Barring Service (DBS) enhanced level check.</p>	<p>Educated to degree level of equivalent in a relevant subject</p> <p>Health and safety qualification</p> <p>Qualification in Management</p>

Competencies	COMPETENCY – Essential	LEVEL	COMPETENCY - Desirable	LEVEL
	<p><b>Team Working</b> Leads aspects of teamwork, seeking and implementing improvements to the team’s outputs/service and developing colleagues within the team. Challenges colleagues.</p> <p><b>Communicating and influencing</b> Communicates effectively with a wide range of diverse internal and external stakeholders, influencing and negotiating change. Networks internally to keep ahead of developments.</p> <p><b>Making informed decisions</b> Uses a wide range of complex data to take controlled risks to achieve greater gain. Uses trends and data to establish controls and performance indicators</p> <p><b>Organisation and Delivery</b> Takes account of organisational priorities to ensure that operational and strategic plans are being implemented and achieved.</p> <p><b>Adaptability</b> Embraces and manages change. Seeks opportunities for change. Uses established tools, techniques and methodologies to plan and implement change</p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p>		

<b>Person Specification drawn up by:</b>	<b>Michael Lees</b>	<b>Date: 22/02/17</b>
<b>Approved for department by:</b>	<b>Michaels Lees</b>	<b>Date: 22/02/17</b>

**\* Please note: in compliance with our obligations under the Immigration, Asylum & Nationality Act 2006, we will require to check original documentary proof of eligibility to work in the UK**