

**UNIVERSITY OF OTAGO
Ōtākou Whakaihu Waka**

JOB DESCRIPTION

ROLE TITLE: Campus Watch Team Member

DEPARTMENT: Proctor's Office

SCHOOL / DIVISION: Student Services

REPORTS TO: Student and Academic Services

DIRECT REPORTS (FTE): Nil

INDIRECT REPORTS (FTE): Nil

1. PRIMARY PURPOSE OF THE ROLE:

To positively influence personal safety and behaviour on and off campus, with the express purpose of preventing crime and disorder and enhancing the student environment and the Town-Gown relationship by:

- Creating and maintaining a sense of safety and order among the student population in and around the Campus.
- Responding promptly to requests and situations where personal safety and property are at risk.
- Preventing crime on and around campus.

2. ACCOUNTABILITIES:

- Maintain a visible public presence and be available for advice and assistance to students, staff, and visitors to campus and University facilities.
- Visit registered social functions on campus, monitor student behaviour and report any misconduct.
- During standard working shift, check for safety issues (such as lighting on campus) and remedy or report problems, as appropriate.
- Patrol known problem areas to prevent theft, damage, broken glass and litter on paths and roadways.
- Be fully informed on the University's requirements regarding Discipline Regulation interpretation and enforcement.
- At the end of each shift, document tasks performed during that shift and complete detailed reports on any incidents or Regulation breaches attended.
- Patrol nearby streets and liaise with students, and local residents and businesses, to advise on crime prevention and assist them to improve on rubbish disposal and their responsibilities regarding noise, broken glass, and fires.
- Know and watch for local criminals visiting campus and buildings and take action as appropriate.
- Assist University staff, particularly in the Libraries, the Link and the Student Union, to ensure facility users conform to required standards in those facilities.
- Carry out cash escort duties, as required.
- Deliver and collect exam papers as directed.
- Perform security duties at University Graduations.
- Assist with inquiries into incidents, including surveillance duties, as required.

3. KEY RELATIONSHIPS:

Internal

- University Proctor.
- Deputy Proctor.
- Campus Cop.
- Client Services Administrator.
- Security Systems Coordinator.
- Security Systems Assistant.
- Campus Watch Team Leaders and Controllers.
- University staff from Health and Safety Compliance, Property Services.
- Otago University Students' Association (OUSA).
- Residential Colleges.
- University Union retail outlets.

External

- New Zealand Police in Dunedin.
- Fire and Emergency New Zealand.
- Dunedin City Council staff.
- Nearby permanent residents of North Dunedin.

4. QUALIFICATIONS & EXPERIENCE:

Essential

- An ability to relate to young people.
- Excellent communication skills.
- A high standard of common sense, patience and tact.
- An ability to form effective working relationships with people of varying backgrounds.
- Be physically fit and healthy.
- A well-developed sense of humour.

5. TECHNICAL SKILLS & KNOWLEDGE:

Essential

- A reasonable knowledge of relevant New Zealand law.
- Possess a current Driver's Licence.
- Possess an up to date First Aid Certificate.

Preferred

- Basic computing skills

6. SPECIAL REQUIREMENTS:

The position is a permanent full-time position and involves shift work outside of core working hours.

The successful candidate will have no criminal convictions and be willing to undergo a Police clearance check.

7. DIRECT BUDGET ACCOUNTABILITY:

- None

8. MĀORI STRATEGIC FRAMEWORK:

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.

9. PACIFIC STRATEGIC FRAMEWORK:

Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

10. HEALTH & SAFETY:

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks, and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

11. SUSTAINABILITY:

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.