

JOB DESCRIPTION

JOB IDENTIFICATION

Job Title:	Physical Security Engineer
Responsible To:	Director of IT and Network Services
Department:	IT and Network Services
Salary Grade:	D

JOB ROLE

The Sandwell Colleges have sites operating in Birmingham and The Black Country. The colleges employ a number of technologies to help create a safe, secure, and inclusive environment for our students, staff, and visitors. These technologies include, but are not limited to:

- CCTV
- Access Control
- Body Cameras
- Turnstiles/Barriers
- Car Park Barriers
- Intercoms

The role will involve assisting with the design, installation, configuration, maintenance, monitoring, and operation of these systems. The post holder will work within the IT and Network Services Team and will be required to respond to requests relating to these systems. This includes compiling evidence for security incidents, conducting routine system checks, ensuring compliance with safeguarding and data protection requirements, and technically supporting the systems.

The post holder will work closely with the safeguarding, estates, and security teams, and will also liaise with external contractors and suppliers. The role contributes to the wider college objectives of creating a safe, inclusive learning environment by supporting security audits, inspections, and risk assessments, and by ensuring security systems are fit for purpose and align with sector best practice.

KEY DUTIES

No	Description of Duties
1	Source, configure, install, and maintain security equipment and associated software
2	Monitor systems proactively to ensure availability; investigate, diagnose, and rectify faults

3	Assist with assigning and managing access permissions for users in accordance with college safeguarding protocols
4	Compile, secure, and present evidence to aid in the investigation of security and safeguarding incidents
5	Maintain accurate records of issued equipment, access logs, and system usage
6	Work with the IT Help Desk system to log, track, and resolve support tickets related to physical security systems
7	Assist with the installation and maintenance of structured cabling and networking infrastructure
8	Contribute to general IT and Network tasks as required
9	Conduct routine inspections, preventative maintenance, and system testing to ensure compliance with legal, safeguarding, and regulatory requirements
10	Provide guidance and training to staff on the appropriate and safe use of security systems
11	Participate in security audits, risk assessments, and contribute to emergency response planning (e.g. lockdown and evacuation drills)
12	Ensure compliance with GDPR and the Data Protection Act in the handling, storage, and sharing of CCTV and related evidence
13	Liaise with external suppliers and contractors, ensuring quality of service and value for money, and evaluate new security technologies for potential implementation
14	Keep up to date with sector developments and contribute to the continuous improvement of college security practices

Standard Clauses - All Job Descriptions

- To comply with the College's policies and procedures
- To comply with Sandwell College's safety policy and other safety procedures and guidelines. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts
- To promote and safeguard the welfare of children, young people, and vulnerable adults within the college environment
- To comply with data protection requirements, ensuring responsible handling of security-related data in accordance with GDPR and the Data Protection Act
- To support and promote equality, diversity, and inclusion in line with college values
- To participate in staff development and training programmes as part of continuous professional development (CPD)

PERSON SPECIFICATION

Job Title: Physical Security Engineer

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
1. Qualifications			
1.1	SIA – CCTV badge	✓	
1.2	Manufacturer Accreditations for Security and Cabling providers		✓
1.3	Minimum Level 2 qualification in technical subject	✓	
1.4	Health & Safety qualification (e.g. IOSH, NEBOSH)		✓
1.5	GDPR/Data Protection training or certification		✓
2. Experience			
2.1	Installing and configuring security equipment	✓	
2.2	Fault finding and resolution of security installations	✓	
2.3	Working with Security Management Solutions and Help Desks		✓
2.4	Installing and maintaining Structured Cabling Systems	✓	
2.5	Maintaining records and asset management		✓
2.6	Conducting security risk assessments and audits		✓
2.7	Managing external contractors or suppliers		✓
2.8	Previously worked in an education setting		✓
3. Skills/Abilities			
3.1	Self-motivated and results driven	✓	
3.2	Good at working alone or within a team	✓	
3.3	Strong at maintaining confidentiality	✓	
3.4	Organised with excellent time management		✓
3.5	Excellent at problem solving		✓
3.6	Adaptable and a quick learner	✓	
3.7	Strong communication and interpersonal skills for liaising with staff, students, and external stakeholders	✓	
3.8	Analytical skills for reporting, evidence gathering, and incident analysis	✓	
4. Special Requirements			
4.1	Able to work at all sites across Birmingham and Black Country	✓	