

## Job Description

Job Title:	Security Officer
Job Reference:	7312
Department:	Account Management
Reporting to:	Security Supervisor
Contract:	CAA
Location:	Site
Main Interfaces:	Internal and External Stakeholders

## Job Profile

Effective delivery of site based security operations acting in the best interests of our clients and customers at all times, ensuring that all work is carried out safely and in accordance with the assignment instructions, to the standards agreed with Clients.

## Principle Duties and Responsibilities

### Operations – Maintaining quality of service to Clients and customers.

- Maintain safe and secure environments protecting people, property and assets. Identify threat and vulnerability, taking appropriate action to mitigate risk.
- Ensure effective control of access/egress procedures including the robust checking of passes and on-site parking permits. Book in and issue passes to visitors and contractors, ensuring local procedures are complied with and in particular, fire registers and notifications to hosts and sponsors.
- Promote a positive security culture at all times.
- Maintain Daily Occurrence Book (DOB) and ensure Incidents are promptly reported to Control and Supervision. Ensure Incident Reports are submitted as soon as practicable including detailed and accurate information.
- Report all customer complaints to supervision as soon as practicable.
- Observe all Client and company statutory fire and health and safety regulations. Promote a positive safety culture.
- Conduct all duties in accordance with AI's and SOP's, and all relevant company policies and procedures.
- Information – Ensure all significant occurrences are recorded in the DOB including time on/off duty. Information must be accurate, concise and legible.
- Protect all 'protectively marked material' or sensitive information in accordance with company and Client policies.
- Carry out daily audit of key registers and keys issued.
- Support reception staff during absence to answer and manage switchboard calls.

## Manage Yourself

- Maintain the highest professional standards, ensuring focus on a quality approach towards Clients, customers and colleagues. Manage your time effectively, co-operate with all requests for service and carry out all reasonable management requests.

## Client and Customer Relationships

- Working in the best interests of the Client and customers at all times. Forming positive relationships based upon trust, openness, and honesty.
- Promote a professional, corporate and positive image, be helpful and courteous at all times.

## Freedom to Act

- Operate within agreed operational and/or management guidelines
- Working within the limits of the Salisbury Corporate Governance.
- Freedom to escalate any H&S issues to Salisbury / Mapeley level in the event of serious concerns and to liaise with Salisbury's Head of Health & Safety.

## Person Specification

<i>Qualification, Certifications and Training</i>	Essential	Desirable
First Aid Certificate (Emergency First Aid at Work as a minimum)	✓	
<i>Knowledge, Specific Role Skills and Experience</i>		
Security experience	✓	
Practical experience of site emergency response procedures.	✓	
Understanding risk - the identification and mitigation of vulnerabilities which may impact upon a client's business.	✓	
Ability to work under pressure	✓	
<i>Professional Licenses and Memberships</i>		
SIA Front Line Licence	✓	

<i>Other Requirements</i>	Essential	Desirable
Screened to BS7858	✓	
BPSS (Baseline Personal Security Standard) or higher subject to client request	✓	
Identity check / Right to work / Employment history (last 3 years)	✓	
D1 Driving Licence (Minibus)		✓

<i>Business Skills and Aptitudes</i>	Essential	Desirable	N/A		Essential	Desirable	N/A
Business acumen			✓	Leadership			✓
Strategic perspective			✓	Personal development			✓
Customer focus	✓			Negotiating & influencing			✓
Quality management & excellence			✓	Risk management	✓		
Driving & embracing change			✓	Problem solving	✓		
Planning, decision making & organising	✓			Resilience	✓		
Time & priority management	✓			Negotiating skills			✓
Employee development & empowerment			✓	Communication & collaboration	✓		
Equality & diversity	✓			Team working	✓		

<i>Physical Requirements</i>	Regularly	Frequently	Occasionally	N/A		Regularly	Frequently	Occasionally	N/A
Sitting	✓				Reaching – with Arms and Hands			✓	
Standing	✓				Stooping/Kneeling/Crouching/Crawling				✓
Walking	✓				Talking	✓			
Climbing/Balancing				✓	Hearing	✓			

### Job Description Acknowledgement

I have read and understand the functions and requirements of this position. I understand that this is not to be considered as an exhaustive statement of duties, responsibilities or requirements and does not limit the assignment of additional duties for this position.

Signed

Date