

**DEFENCE & GOVERNMENT SERVICES**

Job Description:   
Security Administration Assistant

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| Function: | | Defence & Government Services | |
| Generic job: | | [Enter generic job title] | |
| Position: | | Pass office operative | |
| Job holder: | |  | |
| Date (in job since): | |  | |
| Immediate manager  (N+1 Job title and name): | | Pass office Manager | |
| Additional reporting line to: | |  | |
| Position location: | | Portsmouth Naval base | |
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| 1. Purpose of the job | | | |
| * To process temporary ID passes for all visitors to Portsmouth naval base in a timely manner * To manage the security application process from end to end, ensuring that all applications are completed correctly and processed in line with MoD requirements for all contractors and sub-contracts accessing the site * Ensuring that the highest level of security is maintained at all times * Embrace the principles of Collaborative Business Relationships ISO44000 in line with Sodexo’s vision and values | | | |
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| 2. Dimensions | | | |
| N/A |  | | |

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| 3. Organisation chart |
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| **4. Context** |
| * Comply with all Sodexo company policies/procedures * Comply with all legislative requirements * Adhere to any local client site rules and regulations * Role model safe behaviour * Unsociable hours in line with business requirements maybe required * Flexibility on work schedule and location maybe required |

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| 5. Main assignments |
| * To continue to develop one’s own skills and knowledge within the position, including any required training courses * To maintain excellent client/customer relationships * To attend team briefs, huddles and meetings as required * To attend your performance development review to discuss job standards and agree development activities * To maintain a clean and tidy work area at all times * To maintain high levels of personal hygiene and wear the appropriate uniform and PPE as required * To care for all available resources including equipment, materials and supplies as directed * To report any near miss occurrences, accidents or faulty equipment to management * To ensure effective communication with line manager, team, customer and client organisation * To maintain all areas of responsibility to the set service standards and in line with applicable service offer * JOB SPECIFIC * To process all temporary ID passes for the Naval base, ensuring relevant checks are carried out and naval base processes are strictly adhered to. * Greet all visitors in a friendly, polite, and professional manner, process all passes with fifteen mins of the customer pulling their number. * Complete vetting applications and issuing passes for all contracts requiring access to the Naval base within timescales detailed in the service standard * To ensure the induction process and T cards are issued as required * Book Chaperones via the company system * To assist security colleagues with administration tasks * To raise any security concerns immediately with the authority personnel * To ensure that personnel appearances are beyond reproach, strict adherence to uniform dress standards is to be maintained at all times. * To diligently take and hand over every duty shift ensuring that a full check of the daily occurrence and incident report books is carried out on each takeover of duty. * Comply with all Sodexo company policies/procedures and client site rules and regulations * To carry out any other reasonable tasks and/or instructions as directed by management |

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| 6. Accountabilities |
| * To be a brand ambassador for Sodexo |

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| 7. Person specification |
| Essential:   * Must be able to demonstrate effective verbal and written communication * Able to work on own initiative and within a team environment * Able to demonstrate attention to detail and adherence to standards * Computer literate   Desirable:   * Experience of working within military environment * Proven experience in an administration role |

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| 8. Competencies |
| N/A – this section is for management job descriptions only |

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| 9. Management approval |
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