

**DEFENCE & GOVERNMENT SERVICES**

Job Description:
Security Administration Assistant

|  |  |
| --- | --- |
| 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  |
|  |
| 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
 |
|  |
| 2. Dimensions  |
| N/A |  |

Draft. Version: 27-03-2014

|  |
| --- |
| 3. Organisation chart  |
|  |

|  |
| --- |
| **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
 |

|  |
| --- |
| 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
 |

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

|  |
| --- |
| 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
 |

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

|  |
| --- |
| 9. Management approval |
|

|  |  |  |  |
| --- | --- | --- | --- |
| Version | 1 | Date | 05 August 2021 |
| Document owner | AS |

 |