

Job Description:   
Security Officer

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| Function: | | | | Corporate Services | | | | | | | | |
| Position: | | | | Security Officer | | | | | | | | |
| Job holder: | | | | Chris Weeks | | | | | | | | |
| Date (in job since): | | | | 06.02.2021 | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | General Services Manager (Sarah Lester) | | | | | | | | |
| Additional reporting line to: | | | |  | | | | | | | | |
| Position location: | | | | UCB Windlesham Campus, Windlesham, Surrey | | | | | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | | |
| * To provide security services as per contract agreement with the client in a professional manor | | | | | | | | | | | | |
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| 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. | | | | | | | | | | | | |
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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
| General Services Manager  Security Officer  Head of Talent |

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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Control access and egress to and from the site whilst observing and ensuring compliance with client and Sodexo procedures and assignment instructions * Provision of safety and security to all staff members, visitors and contractors on site * Provision of First Aid support to site during, and out of, working hours * Act as first fix for onsite out of hours engineering issues. For example flood clearance * Carry out basic planned maintenance tasks, recording tasks and routines as required for e.g. water flushing and meter readings |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| Duties include   * Complete daily activities, in line with site assignment instructions * Providing a manned presence at the main entrance to site, if requested by client * Providing a manned presence on the Security Gatehouse Reception * Providing a manned presence on the Security Operations Room * Delivery vehicle booking in/out at the main entrance to site * Vehicle management as required at the main entrance to site * Perform external and internal building foot patrols during business hours * Perform external and internal building foot patrols out of business hours * Respond to alarm activations out of hours as required * Monitoring of CCTV system * Coordinating site keys, using agreed client key register * Performing daily checks of the CCTV System * Reporting of faults with CCTV System to General Services Manager * Monitoring of Access Control System * Issue of Site ID Badges in accordance with client guidelines and procedures * Reporting faults with Access Control System to General Services Manager * Accurate recording “Late Working” data as requested by client, if required * Carry out weekly Fire System Test, alongside engineering team * Client staff, visitor and contractor management * Client staff, visitor and contractor access pass issue as required in accordance with client procedures * Processing of contractor security clearance documents, in line with client procedures * Checking of contractor clearance levels, in line with client procedures * Support to site events as required * Support site Grounds Team during adverse weather as required * Management and recording of lost/found property * Prepare and disseminate accurate occurrence reports (Security and Engineering) * Carry out Work Orders as directed by General Services Manager * Support to site emergency exercises as required * Completion of client or Sodexo training as directed by Sodexo Management |

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| 6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Compliance with site assignment instructions and agreed contract agreement * Client staff, visitors and contractors all receive a quality experience * All faults, issues and concerns are addressed and resolved in a timely and efficient manner * Client staff, visitors and contractors all follow site rules * Reports show relevant jobs logged and actioned |

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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| Essential   * Current SIA Licence * Excellent turnout and appearance * Excellent communication skills * Computer literate (Word, Excel, PowerPoint) * Experienced security officer   Desirable   * First Aid Certificate * Fire Marshall |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| |  |  | | --- | --- | | * Growth, Client & Customer Satisfaction / Quality of Services provided | * Innovation and Change | | * Rigorous management of results |  | | * Brand Notoriety |  | | * Employee Engagement |  | | * Learning & Development |  | | * Leadership & People Management |  | |