

Job Description:   
Security Officer

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| Function: | Security | |
| Position: | **Security Officer** | |
| Contract Days: | Friday, Saturday & Sunday Night | |
| Contract Hours: | 37 hours | |
| Hours of work: | 18.00 – 06.00, 1800 – 06.00, 18.00 – 07.00 | |
| Immediate manager  (N+1 Job title and name): | Peter Kitchen, Contract Manager. | |
| Position location: | Doosan Babcock – Renfrew | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | |
| The following is a guidance intended to create uniformity across the shifts  **General Duties**  The general security officer main duties will consist of the following: -     * All personnel access & exit control to site * Handling all communications including telephone and radio, emergency procedures * Control of visitors, establishing identity, contacting sponsors and ensuring entry requirements are adhered to. * Monitoring close circuit TV (CCTV) cameras. * Checking any detection monitors which may be installed. (i.e. fire, security etc) and taking relevant action. * Updating of Sodexo records as appropriate. * Routine security patrols.There is a minimum of 12 patrols per shift * Record and report all faults on any associated equipment as required. * Carry out relevant KPI audits as per the monthly schedule * General administration duties.   The gatehouse/Cabin to be kept clean and tidy at all times. | | | |
| 2. 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. | | | |
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| 3. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Must hold a valid SIA licence. * Must have own transport * Willing to work extra hours to cover sickness and holidays |

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| Version | 1 | Date | 09/09/19 |
| Document Owner | P Kitchen | | |

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| 4. Signature   * I agree that I have been fully briefed on my job role and that my job description has been explained.   Employee’s Signature:  Employee’s Name:  Date:  Manager’s Signature:  Managers Name:  Date: |