

# Job Description:

## Security Officer, UoG

Function:	Sodexo Universities
Position:	<b>Security Officer</b>
Job holder:	TBC
Date (in job since):	TBC
Immediate manager (N+1 Job title and name):	Security Manager
Additional reporting line to:	Assistant Facilities & Workplace Experience Manager
Position location:	University of Greenwich – Medway Campus

### 1. Purpose of the Job – State concisely the aim of the job.

- To contribute to the efficient and effective day to day running of the security operation.
- To provide a safe and secure environment in support of excellent people care and leaving people with a good impression of the security service.
- To deliver excellent people care, adhering to H&S standards, building compliance and provide a positive experience for all staff, students and visitors to the site.

### 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.

Accommodation		Systems		
Characteristics	This is a hands on role that will involve personal input / action within all facilities service functions			

### 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.



**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.

- To provide a customer focused security service for the University of Greenwich Library.
- To comply with Company, client and statutory regulations relating to Health and Safety, fire hygiene, COSHH and safe systems of work. To liaise with Sodexo and Client personnel as necessary and as instructed in order to ensure the provision of an efficient and effective service

**5. Main assignments** – Indicate the main activities / duties to be conducted in the job.

- Provide a first point of call for visitors and contractors to the library and issue visitor/contractor badges and log visitors/contractors entering and leaving the main buildings.
- Communicate with staff, students, visitors and contractors regarding enquiries, incidents and emergencies.
- Patrolling, securing and monitoring premises, sometimes with the aid of CCTV.
- Monitor CCTV screens and take appropriate action as required, control and monitor issue of keys to staff and contractors and key codes to students as necessary.
- Respond immediately to intruder/panic/fire alarms upon activation and assist in evacuations.
- Attend training courses/sessions relating to your scope of duties.
- 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.

**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.

- Develop a highly motivated performance orientated team by carrying out training and development activities in accordance with Unit training plan.
- Completion of the ISO 9001 Secure systems and procedures for all Secure Sites.
- Comply with Company and statutory regulations relating to Health and Safety, fire hygiene, COSHH and safe systems of work.

**7. Person Specification** – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

#### Essential

- SIA Licence holder
- Have a sound knowledge of Security techniques
- Able to use computer systems in operation within the security section.
- Understanding of the CCTV system in operation.
- Understanding of alarm systems.
- Excellent communication skills.
- Able to work on own initiative, individually and within a team.
- Knowledge and understanding of confidentiality and data protection issues
- Able to demonstrate attention to detail and adherence to standards
- All employees are expected to adhere to Sodexo health and safety regulations and Equal opportunity regulations
- To be able to write accurate, legible operational logs, security reports and statements.
- First Aid at Work Certificate
- Experience in taking control of fire evacuations including tests.

Desirable

- Working Knowledge of BS7858:2013
- CCTV Licence
- First Aid
- Fire Warden

**8. Management Approval** – To be completed by document owner

Version	V1	Date	June 2020
Document Owner			

Managers Name:	
Managers Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	