

Job Description:   
Security Officer

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| Function: | | | | Corporate Services | | | | | | | | |
| Position: | | | | Security Officer | | | | | | | | |
| Job holder: | | | |  | | | | | | | | |
| Date (in job since): | | | |  | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Security Supervisor | | | | | | | | |
| Additional reporting line to: | | | | Deputy Workplace Manager | | | | | | | | |
| Position location: | | | | Quilter House/ The Point, Southampton, Hampshire | | | | | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | | |
| * To provide a security service for the protection of all staff, visitors, contractors, assets, and information (in all its forms) against attack, theft, damage, injury, corruption or non-availability whether by deliberate or accidental means at all time, and to ensure the continuity of Customer operations at the Customer Premises. | | | | | | | | | | | | |
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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. | | | | | | | | | | | | |
| Revenue FY18: | €tbc | | EBIT growth: | | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc | |
| EBIT margin: | | tbc |
| Net income growth: | | tbc | Outsourcing growth rate: | n/a | HR in Region | tbc | |
| Cash conversion: | | tbc |
| Characteristics | | * Security and Customer focused at all times * All security staff licensed in accordance with BS7858 or any superseding standards. | | | | | | | | | | |

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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. |
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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. |
| * Comply with company and statutory regulations relating to safe systems of work, safety nets, have a safe day, health & safety legislation, fire and COSHH. * Control access and egress to and from the site whilst observing and ensuring compliance with Quilter Procedures * Provision of First Aid support to site during, and out of working hours * KPI’s to be monitored as part of performance review and appraisal process |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Comply with any addition duties requested by the client or Sodexo Management * Operate in accordance with site AI’s * Providing a manned presence at the main entrance to site * Delivery vehicle booking in/out at the main entrance to site * Vehicle management – visitor parking onsite * Perform external and internal building foot patrols during business hours * Perform internal building foot patrols out of business hours * Respond to alarm activations out of hours as required – escalation procedures onsite * Monitoring of CCTV system * Performing daily checks of the CCTV System * Reporting of faults with CCTV System to Security Manager / Helpdesk * Monitoring of Access Control System * Issue of Site and Quilter Portfolio ID Badges in accordance with customer guidelines and procedures * Management of the access control system in accordance to procedures, starters, leavers, unused cards, additional access etc. * Reporting faults with Access Control System to Security Manager / Helpdesk * Assist with and carry out weekly Fire System Test * Staff Members, Visitor and Contractor management * Staff Members, Visitor and Contractor Pass issue as required in accordance with customer procedures * Checking of Contractor access levels – Follow onsite procedures * Support to Site Events as required * Management and recording of lost/found property * Prepare and disseminate accurate occurrence reports (Security and Engineering) * Carry out Work Orders and Preventative maintenance tasks as directed by client and or Sodexo Management * Management of Parcels and delivery’s within P1 OMH * Collation and rotation of Confidential waste collection with third * Support to site emergency exercises as required * Completion of training as directed by Sodexo Management * Cover front of house Receptionist role in times of absence * Provide External pathway and gritting support during winter months * Attend required and mandatory training as required * Sign in and out daily utilising Time gate and Kronos |

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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 all SLA’s * Building occupants receive a quality experience * All faults, issues and concerns are addressed and resolved in a timely and efficient manner * Building occupants follow site rules * Reports show relevant jobs logged and actioned * All services on floor are maintained in good working order |

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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 * Client and Customer experience   Desirable   * First Aid Certificate * Fire Marshal |

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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 |  | |

I confirm I have read, understood and accept the Security Officer Job Description as detailed above.

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Signed:……………………………………………………………….Date:…………………………

**Note:** This Job Description is subject to change as and when the business requires and therefore other tasks maybe requested of the employee.