

Job Description:   
Security Officer

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| Function: | | | | Corporate Services | | | | | | | | |
| Position: | | | | Security Officer | | | | | | | | |
| Job holder: | | | | TBC | | | | | | | | |
| Date (in job since): | | | | From 19.07.2021 | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | General Services Manager (Sarah Lester) | | | | | | | | |
| Additional reporting line to: | | | |  | | | | | | | | |
| Position location: | | | | Sodexo @ Lilly Bracknell, 8 Arlington Square, Bracknell, RG12 1PU | | | | | | | | |
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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  Head of Talent  Facilities, Engineering & Contractors Coordinator  Security Officer |

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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 * Management of security incidents, as required * 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, where appropriate |

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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 on the site, based at reception * Vehicle management as required at the car park, on request * 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 * Coordinating site keys, using agreed client key register * Monitoring and performing daily checks of the CCTV System * Reporting of faults with security systems to Sodexo site team * Monitoring of Access Control System * Issue of Site ID Badges in accordance with client guidelines and procedures * Accurate recording “Late Working” data as requested by client, if required * Carry out weekly Fire System Test, alongside Sodexo site 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 * Management and recording of lost/found property * Prepare and disseminate accurate occurrence reports (Security and Engineering) * Carry out Work Orders as directed by Sodexo site team * Support to site emergency exercises as required * Completion of client or Sodexo training as directed by Sodexo Management * Complete other duties as and when requested by Sodexo site team |

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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 |  | |