

**DEFENCE & GOVERNMENT SERVICES**

Job Description:
Security Officer

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| Function: | Defence & Government Services |
| Generic job:  |  |
| Position:  | **Residential Assistant Mobile Supervisor** |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Group Security Manager |
| Additional reporting line to: | Regional Supervisor |
| Position location: | [Enter site and department as applicable] |
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| 1. Purpose of the job  |
| * The post holder will work as part of a team providing 24 hour cover at an Approved Premises (AP) including security and monitoring services. They will provide assistance and support to offenders in Approved Premises to reduce their risk of reoffending, recall or breach of the condition of their licence or Court Order. To ensure that offenders resident at an AP and the fabric of it are kept safe and secure throughout their shift
* The post holder will assist in the supervision of residents, maintaining discipline and the adherence to AP rules, licence conditions and court orders. In addition, the postholder will contribute to the management of residents’ risk. This post will involve substantial out of hours work, both waking night duty and weekend work. The post holder may be required to cover duties at other Approved Premises at times of staff absence
* The post holder must at all times demonstrate a commitment to equality and inclusion and an understanding of their relevance to the work they do.
* The post holder must adhere to all policies in respect of the sensitive/confidential nature of the information handled whilst working in this position.
* Embrace the principles of Collaborative Business Relationships (BS11000), in line with Sodexo’s vision and values
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| **2. Context**  |
| * To work directly with Approved Premises Group Security Manager to ensure 100% resilience cover is maintained in the event of any planned / unplanned short notice absence within the region.
* Comply with all Sodexo company policies/procedures
* Comply with all legislative requirements
* Adhere to any local client site rules and regulations
* Role model safe behaviour
* Unsociable hours in line with business requirements will be required
* Flexibility on work schedule and location maybe required
* All post holders are required to complete BPSS clearance
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| 3. Main assignments  |
| * Acting as an immediate point of contact in the event of emergencies.
* Respond to out of hour calls from staff when necessary
* To immediately respond to cover a site should the employee fail to attend shift.
* Liaison with staff across the NE AP Portfolio / Staff Engagement / Carry out Inductions and Training for new employee’s
* To continue to develop one’s own skills and knowledge within the position, and attendance at mandatory/ required training courses
* Comply with all Sodexo company policies/procedures and client site rules and regulations
* To carry out any other reasonable tasks and/or instructions as directed by management
* To have a flexible approach and ability to be moved to an alternative location at short notice.

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| * Facilitate the function of the AP as a first/emergency point of contact out of hours
* Escalate to the standby Manager any matters of concern to ensure the enforcement and /or compliance with court orders, licences , AP rules Contribute to effective team practice, communicate effectively with team members and pass on key information
* Undertake regular visits to sites and ensure all Residential Assistants employee’s have completed all local inductions and signed off all Training, Risk Assessments, and Approved Premise Safe Working Practice
* Whilst performing duties within an AP environment :
* recording any occurrences/damage or defects, and monitor CCTV equipment
* Maintain an active presence in the AP at all times. Regularly engage with residents in a pro-social manner. Contribute towards the protection of residents, e.g. monitor in line with risk assessments.
* Monitor behaviour of high risk residents and motivate residents to ensure compliance. Respond appropriately to abusive or aggressive behaviour
* Ensure that the AP is locked and secure during curfew period. Confirm the presence and wellbeing of all residents overnight
* Support and create a safe working environment for staff, residents and visitors by adhering to Health and Safety legislation, ensuring Safe Systems of Work (SSOW) and Risk Assessments are followed reporting incidents to Manager. Undertake Health and Safety, fire alarm, curfews and room curfew checks in line with procedures.
* Undertake room searches, pack up residents possessions as directed
* Support the arrangement and delivery of purposeful activities for residents within the premises
* Supervise residents’ meals if required
* Undertake effective induction of residents
* Follow prescribed medication procedures including the issuing of medication to residents and both weekly and nightly audit of medication sheets
* Undertake alcohol and drugs tests as requested by the Manager
* Undertake First Aid if a resident is injured or self-harms.
* Maintain hostel records and files as required, including data entry as necessary and contribute to the completion of incident reports
* Carry out safeguarding children duties in accordance with the NPS statutory responsibilities and agency policies
* Deal with visitors and telephone calls, and monitor the work of visiting contractors in accordance with health and safety.
* Demonstrate pro-social modelling skills by consistently reinforcing pro-social behaviour and attitudes and challenging anti-social behaviour and attitudes
* To work within the aims and values of Sodexo, NPS and NOMS
* Carry out any other reasonable duty commensurate with the responsibilities of the post.
* Comply with all Sodexo company policies/procedures
* Comply with all legislative requirements
* The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job holder is expected to accept reasonable alternations and additional tasks of a similar level that may be necessary.
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| 4. Accountabilities  |
| * To maintain effective communication with all RA’s within the region.
* Ensure that all sites are manned as required for each shift
* Act as out of hour point of contact for sites to contact
* Ensure that all RA’s are visited at least once a month.
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| 5. Person specification  |
| **Essential:*** Must possess a valid SIA Licence
* Have transport and valid driver’s licence to enable travel between sites within the Yorkshire region
* Strong, verbal and written communication skills, in English language, and the ability to communicate effectively with a wide range of individuals, including those who may present difficult or aggressive behaviour.
* Able to work on own initiative and within a team environment
* Able to demonstrate attention to detail and adherence to standards
* Understanding of and commitment to equality and diversity
* Computer literate

**Desirable -** * Supervisory Experience at one year
* Flexibility to travel to cover various locations as required
* Understanding of factors related to offending – e.g. substance use, mental health
* Knowledge and understanding of risk assessment/ risk management relating to offenders
* Knowledge and understanding of the work of the Criminal Justice system and Probation Service
* Awareness of health and safety issues
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| 8. Competencies  |
| N/A – this section is for management job descriptions only |

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| 9. Management approval |
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| Version | 1 | Date | 01 September 2016 |
| Document owner | ‘Initials’ |

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