

# Job Description: Security Officer – Night Shift – Fixed Term

Function:	Security Team Member, Sodexo Justice Services
Position:	Security Officer – night shift – 18:00 – 04:00 hrs – Fixed Term 4 months with the possibility of a permanent contract thereafter
Job holder:	
Date:	27/06/2019
Immediate manager:	Facilities Manager
Additional reporting line to: Internal verifier	Sodexo Security Desk
Position location:	Exeter Crown and County Court

## 1. Purpose of the Job

- Monitor the security of the building and personnel at all times at Exeter Crown and County Court.
- Meet and greet all staff, visitors, and members of the public in a professional manner
- Undertake security patrols as required
- Control access to the building
- Complete daily log

## 2. Dimensions

N/A

## 3. Organization chart –

Facilities Manager

Security Supervisor

4 x Security Guards

#### 4. Context and main issues

- Security breaches when person in court attempts to escape
- Difficult and possibly aggressive members of the public
- Volume of persons entering the building at critical times, difficult to control due to volume
- Lack of knowledge by members of the public
- Difficult clients and emotional clients
- Contractors entering and leaving the building
- Control of contractors' equipment and tools

#### 5. Main assignments

- An active member of the on-site security team – night shift ECCC Project
- Ensure the site is secure at all times
- Undertake site security checks in line with the SLAs
- Lock and unlock the building at the beginning of the working day and at the end of the working day, operational times
- Assist the emergency services as necessary
- Undertake checks when opening and closing the site, ensuring all windows and doors are secured
- Monitor and record CCTV images in line with the Data Protection Act
- Monitor various alarms, fire, panic, disabled toilets
- Meet visitors, clients, customers, staff members and members of the public in a friendly and professional manner
- Monitor all persons entering the site
- Undertake security checks on all persons entering the courts, ensure all bags and appliances are searched in line with the site search policy.
- Open and close roller doors when deliveries or collections take place
- Record and confiscate all restricted items, secure the items and issue a receipt to the customer
- Return confiscated items when the customer leaves site
- Man the site for all out of hours working – 18:00 – 04:00 hrs
- Ensure all contractors sign in the visitor's book and ensure they report to the FM office
- Ensure you are dressed in a smart manner in line with Sodexo security dress policy
- Monitor the site for all H&S issues and report near misses when found
- Monitor energy usage and report issues to site Facilities Manager
- Undertake any other reasonable request in line with business needs
- Monitor contractors working night shift ensuring they follow all site H&S requirements
- Ensure doors or access are not compromised
- Ensure the building is operational at the end of the shift

## 6. Accountabilities

- No unauthorised access into the building
- No prohibited items entering the court via the security desk
- All persons entering the court are to be monitored at all times
- Ensure we receive no complaints from members of the courts or members of the public

## 7. Person Specification –

- SIA Licence holder
- A customer focussed individual
- Smart and tidy appearance
- Restraint trained (desirable)
- Demonstrative experience and level of administration skills
- Desire to work as part of a team
- CCTV licence (desirable)

## 8. Competencies –

- |  |
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| ▪ Customer Satisfaction / Quality of Services provided |
| ▪ Rigorous management of site access                   |
| ▪ Brand Notoriety                                      |
| ▪ Commercial Awareness                                 |
| ▪ Customer Engagement                                  |
| ▪ Learning and Development                             |
| ▪ Innovation and Change                                |

## 9. Management Approval

Version	one	Date: 27/06/19
Document Owner		