

Job Description:   
Security Communications Officer

|  |  |  |
| --- | --- | --- |
| Function: | Security | |
| Position: | **Security Communications Officer** | |
| Contract Days: | As Required | |
| Contract Hours: |  | |
| Pay Rate: | £10.45 per hour | |
| Hours of work: |  | |
| Number of vacancies |  | |
| Immediate manager  (N+1 Job title and name): | Peter Kitchen, General Services Manager. | |
| Position location: | Phillips 66 Humber Refinery | |
|  | |
| 1. Purpose of the Job – State concisely the aim of the job. | | | |
| The following is guidance only and is not comprehensive.  **General Duties**  The general communication officer main duties will consist of the following: -     * Handling all communications including telephone and radio, emergency procedures * All personnel /vehicle access & exit control to site * Control of visitors, establishing identity, contacting sponsors,ensuring entry requirements are adhered to. * Monitoring the operation of all site barriers * Monitoring close circuit TV (CCTV) cameras. * Checking any detection monitors which may be installed. (i.e. fire, security etc) and taking relevant action. * Updating of records as appropriate. * Routine security patrols. * Record and report all faults on any associated equipment as required. * Carry out random vehicle speed checks. * Carry out site muster reader checks as per the monthly schedule * Carry out relevant KPI audits as per the monthly schedule * Maintain security vehicle as part of the weekly routine * General administration duties. | | | |
| 2. 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. | | | |
|  | | | |

|  |
| --- |
| 3. Main assignments – Shift Duties |
| **Day Shift Duties 0600 to 1800**   * Carry out communications checks. * Check and monitor all equipment in gatehouse to ensure it is working correctly. * Monitor and process all visitors to site following the laid down procedures. * Complete speed checks on site. * Thursday 0800 Test of Public Address System. * Carry bag & vehicle searches as required. * Access Pass Audits are conducted on random access cards to make sure all details are correct.   **Night shift duties 1800 to 0600**     * Carry out communications checks. * Check security mailbox for visitors for next day and place onto visitors List. * Monitor and process all visitors to site following laid down procedures. * Check and monitor all equipment in gatehouse to ensure it is working correctly. * Carry out Security Patrols * Collect and file all the Company Daily Hours Prints ready for collection the following morning. * Update the safety boards around site to show the current safety statistics. |

|  |
| --- |
| 4. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * To hold a SIA licence * Full UK Driving License |

|  |  |  |  |
| --- | --- | --- | --- |
| Version | 1 | Date | 06/04/17 |
| Document Owner | J Young | | |

|  |
| --- |
| 5. Signature   * I agree that I have been fully briefed on my job role and that my job description has been explained.   Employee’s Signature:  Employee’s Name:  Date:  Manager’s Signature:  Managers Name:  Date: |