

JOB DESCRIPTION SECURITY OFFICER

JOB DESCRIPTION – SECURITY OFFICER

Job Title: Security Officer

Department: Corporate Services

Reporting to: Security Supervisor

Location: Hereford

Hours of Work: Causal

Hourly Rate: £9.09

Start Date: Immediate

JOB OVERVIEW

Sodexo is committed to a heritage of professionalism and quality that makes us a respected supplier of integrated services in our industry. We offer a range of contractual services to cover the most demanding of service needs. We work with leading "blue-chip" organisations and key clients understanding the markets we serve. Flexibility is needed in the delivery of our services, this is reflected in the operation of our organisations and the "partnering" principles customers seek. At Sodexo we recognise that the growth and success of our company is dependent on the people we employ and the way that they are developed and stimulated within our organisation.

The Security Officers (SO) is accountable to the Security Manager (SM) or the General Services manager (GSM) for the support, management and delivery of security within the service offering. This will include compliance, statutory, contractual and company regulations and processes.

The SO will ensure exemplary standards of security and customer service are provided to the client and visitors to the site at all times.

MAIN DUTIES AND RESPONSIBILITIES

Purpose of the job:

- Be professional, pleasant, friendly, courteous and helpful at all times whilst carrying out duties to the highest levels.
- To ensure exemplary standards in personal grooming, strictly adhering to the site uniform requirements.
- To deal efficiently and effectively with emergencies including fire and bomb scares ensuring the customers are kept fully informed at all times.
- Provide assistance to third party contractors / visitors ensuring all site procedures / policies are adhered to.

hered too.

- To liaise closely with statutory authorities, dealing with incidents and the provision of information.
- Maintain continuous monitoring of site radio systems adhering to correct radio procedures at all times.
- Diligent management and maintenance of site records / reference materials including Health & Safety records, Incident Forms and the site occurrence book
- To provide regular liaison and timely feedback to the management team on all aspects of service delivery, implementing effective solutions and corrective action to enhance the service.
- Undertake any other reasonable duties as required to meet the needs of the business
- Ensure a timely response to all security issues and events.
- To develop excellent working relationships with our on site customers

QUALIFICATIONS AND EXPERIENCE

Essential:

- SIA Front Line Guarding Licence

Desirable:

- Professional or further qualification in Security Management.

COMPETENCIES

- Ability to focus on best practice, the SO will use his/her creative approach and personality to influence at all levels to meet demanding targets and deadlines.
- Good verbal and written communication skills. Able to articulate clearly and credibly with the client, senior managers and all staff.
- Capability to work unsupervised and take responsibility
- Aptitude to remain calm under pressure
- Smart appearance