JOB DESCRIPTION

security officer team lead

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| JOB DESCRIPTION – Security Lead Guard |
| Job Title: Security Guard  Location: Nigg, Tain  Department: Security  Responsible to: Security Supervisor Repsol Aberdeen  Hours of Work: 12hrs  Hourly Rate: £12:00  Start Date: TBC |
| JOB FUNCTION |
| * + To support with a 24-hour Security service.   + Liaison with staff on any H&S matters.   + Preparation and arranging authorisation for any documentation.   + To provide support as far as is reasonably practicable, in the protection of Site/Company assets from the effects of fire, accidental or malicious loss or damage and unauthorised removal.   + To provide an immediate response and ongoing support as required during Site emergencies.   + To help provide assistance service for staff, visitor’s etc.   + To enable by using appropriate skills, the site to operate in an unhindered manner.   + Work as part of a Team to deliver Sodexo standards and Security at site |

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| location and type of work |
| * Based in the Security office on site. * To operate a nightshift routine but must be able to deal with emergencies as they arise. * Work to laid down guidelines although job calls for initiative, as may have to react immediately to unusual occurrences without time to refer to a higher authority. * Work may involve duties anywhere throughout the site in all prevailing conditions, both inside and outside buildings. * Work may involve standing for long periods. * The work is of varying levels of physical nature and may occasionally require heavy work, lifting of goods so a good understanding of manual handling techniques and principles is required * Works the shift pattern appropriate to business needs. |
| SKILLS |
| Knowledge Required:   * SIA Security Licence holder * Have a knowledge of Security techniques * Fully understands the Site and local Emergency procedures. * Knowledge of the computer systems in operation within the security section. * Knowledge of the CCTV system operation. * Knowledge of alarm systems. * Understands the need to maintain diplomatic silence. * Understands the need to display an official but courteous manner at all times. * To remain alert and vigilant at all times in the protection of site assets. * Control of all entrances of vehicles, visitors, and contractors to site and site Car Parks. * Ensure that visitors and contractors are booked in and issued with an appropriate access passes. * Implement all instructions as detailed in the Security Operating Procedures. * Control the issue and return of keys. * Provide telephone support out-with normal working hours. * Accept delivery of mail out-with normal working hours. * Patrol site out-with normal working hours internal/external patrols * Contact police if deemed necessary. * Carry out duties as detailed in the Emergency Procedure Manual site emergency. * Keep Security Office and personal appearance up to the established service. * Carry out additional duties as required during a site emergency. * Operating computer in relation to security documents. * Reporting of Site maintenance issues. * Is able to issue and receive detailed instructions both written and verbal. * Maintains records of lost and found property. * Maintains security office DOB book. |
| TRAINING AND DEVELOPMENT |
| * To do any online training and development courses as required |
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