JOB DESCRIPTION

security officer team lead

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| JOB DESCRIPTION – Security Lead Guard |
| Job Title: Security GuardLocation: Nigg, TainDepartment: Security Responsible to: Security Supervisor Repsol AberdeenHours of Work: 12hrsHourly Rate: £12:00Start 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.
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| 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.
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| TRAINING AND DEVELOPMENT |
| * To do any online training and development courses as required
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