

Job Description:   
Security Communications Officer

|  |  |  |
| --- | --- | --- |
| Function: | Security | |
| Position: | **Security Communications Officer** | |
| Contract Days: | Shifts 4 on / 4 off | |
| Contract Hours: | 42 hours | |
| Hours of work: | 6.00 – 18.00 / 18.00 – 6.00 | |
| 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 a guidance intended to create uniformity across the shifts  **General Duties**  The general communication officer main duties will consist of the following: -     * All personnel /vehicle access & exit control to site * Handling all communications including telephone and radio, emergency procedures * Control of visitors, establishing identity, contacting sponsors and 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 Phillips 66 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.   The gatehouse is to be kept clean and tidy at all times. | | | |
| 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**   * Check availability of ERT and carry out communications checks. * Check and monitor all equipment in D gatehouse to ensure it is working correctly. * Monitor and process all visitors to site following the laid down Phillips 66 procedures. * Position mobile speed camera on site. * Monday 0900 test of out of hours Medical emergency phone. * Thursday 0800 Test of Public Address System from D-Gate. * Carry out a minimum 6 bag searches * Carry out a minimum 12 vehicle searches. * Thursday 0900 test of Tetney Emergency phone. * Muster figures taken at 1000hrs each day and logged in the security log book. * Access Pass Audits are conducted on random access cards to make sure all details are correct.   **Night shift duties 1800 to 0600**     * Check availability of ERT and 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 Phillips 66 procedures. * Collect all day passes from 11street/South Tank Farm & D Gate external box. * Check labour statistics, de-ghost as required. * Check and monitor all equipment in D-Gate to ensure it is working correctly. * Carry out Security Patrols * Replenish matches in smoke shelters on site. * 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. * File the Daily Non UK Employees figures then on the last day of each month these figures require emailing to the appropriate person   Vehicle Pass figures are collated and entered onto spreadsheet |

|  |
| --- |
| 4. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Must hold a valid SIA licence. * Must hold a full driving licence – candidates must be over 25 years of age with a minimum of 2 years driving experience. * Willing to work extra hours to cover sickness and holidays |

|  |  |  |  |
| --- | --- | --- | --- |
| Version | 1 | Date | 04/09/18 |
| 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: |