

Post Title: Security Officer (NN387)
Evaluation: 423 Points **Grade:** N4
Responsible to: Security Service Manager
Responsible for: N/A
Job Purpose: The co-ordination and operation of day to day security Operations.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Monitor electronic systems including access control, CCTV, vehicle tracking, lone working and any other system as directed. Ensuring compliance with operational procedures, codes of practice and British Standards are maintained.
2. To coordinate the response to security alarms, providing guidance and / or calling the emergency services \ key holders in accordance with operating instruction in order to protect staff and the security of service users and their property.
3. To maintain the security procedures associated with the operation of the Civic Centre and surrounding area, including patrols, evacuation procedures, reception cover and access issues for visitors and staff.
4. To support the City's Major Incident Plan.
5. Provide security, security patrols and response as required in accordance with service level agreements.
6. Handle requests for service assistance and respond to emergency situations by call handling, referral and data recording to enable the City Council and clients to make resources available.
7. To report breaches of security to appropriate / supervisor, preparing reports and taken statements in connection with security incidents and to assist with the preparation of legal proceedings and to attend court to provide evidence.
8. Ensure the security of keys and other miscellaneous items held in the control room are only released in accordance with the sections procedures and to authorised individuals.
9. To ensure that all appropriate records, documentation and performance information is completed in accordance with operational instructions and quality procedures / systems.

10. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
11. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.