

Security Assistant

Job Description

Reports to: **Security Services Manager**

Direct reports: **N/A**

Evaluation: **338 points**

Grade: **N3**

Reference: **A5404**

Purpose

Assisting in the provision and maintenance of the security of the Civic Centre along with provision of courier service and travel office support, to meet the needs of the Authority, its users, and customers.

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. To provide a first point of contact to visitors [and phone callers out of hours] to the Civic Centre, responding as appropriate to their enquiries and redirecting them as necessary.
2. Carry out the scheduled collections/ deliveries of the courier's service in accordance with customer requirements.
3. To handle and log deliveries and provide general portorage.
4. To operate the security procedures associated with the operation of the building, in particular those associated with the entry of visitors into restricted areas, and emergency evacuation procedures.

5. To provide high security profile and presence to deter theft, vandalism, other criminal and anti-social behaviour in and around the building.
6. Ensure vehicles are prepared, charges/refuelled and cleaned for use.
7. To keep all documentation, logs, driver first use checks and to report accidents/ damage to vehicles.
8. To promote and implement our *Diversity, Equality, Equity, and Accessibility* policy in all aspects of your employment.
9. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.