

Security Officer

Job Description

Reports to: **Security Manager**

Direct reports: **N/A**

Evaluation: **423 points**

Grade: **N4**

Reference: **NN387**

Purpose

The Co-ordination and operation of day to day security operations.

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. 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 instructions in order to protect staff and the security of service users and their property.
3. To provide mobile response and assistance in the case of alarm activations, patrol requirements and to be responsible for opening and locking of buildings, securing buildings, and setting/ testing alarm systems as required in accordance with service level agreements for which you will be required to drive a Council vehicle.

4. To support the City's Major Incident Plan
5. 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.
6. To maintain security procedures associated with the operation of the Civic Centre and surrounding area, including security of meetings, patrols, evacuation procedures, reception security cover and access issues for staff and visitors.
7. To report breaches of security to appropriate persons, preparing reports and taken statements in connection with security incidents and to assist with the preparation of legal proceeding 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 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 our Equality policy in all aspects of your employment.
11. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.