

Security Officer

Person Specification

We will use these criteria to assess your suitability for the job.

Essential

1. The ability to work unsociable hours on a set rota.
2. Experience of working collaboratively in a small team and with external agencies.
3. Ability to deal with difficult situations in a professional and calm manner.
4. Interpersonal skills and customer focus. Providing excellent customer service standards to members of staff and public visitors.
5. Adaptability to taking on all tasks within the working environment.
6. Responsive to management requests and instructions.
7. Self-motivation and ability to work under own initiative. Being able to undertake task without instruction.
8. Excellent IT skills and a good telephone manner.
9. Hold a valid full driving license.
10. Undergo Non-Police Personnel Vetting level 2 procedure (NPPV2).
11. Undergo training to attain a valid SIA CCTV & Door Supervisor licence.

Desirable

1. Well presented and able to provide a good first impression of the Civic Centre.
2. Experience within the security industry.
3. Holder of an SIA CCTV licence.
4. Aware of security requirements and the ability to learn new practices.
5. Able to undertake the demands of the role and to respond to various incidents.

Additional Requirements

Valid full driving licence

Our Values

Do you share our values of **proud**, **fair**, and **ambitious**?