

Job Title: Security Officer	
Job Evaluation Number	A806

JOB DESCRIPTION

Job Title: Security Officer	Location: Various (see advert for specific location)
Job Family: Tactical Support	Role Profile Title: BB2 Police Staff
Reports To: Sergeant – Protection Group	Band level: 2E
Staff Responsibilities (direct line management of): Nil	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

The overall purpose of the role is to: Work alongside authorised firearms officers assisting and managing an on-site secure environment. Provide a safe working/living environment for persons subject to personal protection, staff, residents and visitors to the site.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

The key result areas in the role are as follows:

1. Monitoring, operating and organising maintenance of technical security package including CCTV and alarms and enhance the level of patrol and rapid response to incidents.
2. Verifying individuals details to ensure right of entry by visitors.
3. Liaison with Metropolitan Police Service, staff and residents at the location to facilitate entry, manage predicted visitors and identify security issues that require attention.
4. Complete various administration tasks, maintain accurate records, security checks, sorting of post ensuring that any suspect post is dealt with by following site procedures. Maintain the operational daily log book and record incidents unusual events etc as required. Complete duties change notifications, personnel updates and sickness recording.
5. Use of Command and Control to research incident logs and give notification of principal movements. Use of other relevant computer systems such as PeopleSoft, Snowdrop and duties to comply with administration requirements.
6. Respond to on-site emergencies and to actively participate in supporting authorised firearms officers. For example control and direct officers and vehicles at cordons, crime scenes etc.
7. As required attend court and give evidence in relation to any incident that happens on site where the post holder has knowledge of.

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources

Further Comments:

The role holder must possess high levels of concentration throughout their hours of work. Security Officers cover security a location 24 hours a day, 7 days a week.

The role is demand led and the sites can have very high profile events/visitors.

In emergencies the security officer is responsible for deploying authorised firearms officers and assisting in managing other force resources.

Security officers are required to work occasionally at any of the other sites to cover resources.

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The Security Officers work alongside the authorised firearms officers and undertake a similar role but will not be armed. There is an expectation that Security Officers will support authorised Firearms officers in the unlikely event of having to deal with a terrorist threat or fixated/mentally disturbed individuals.

d. CHARACTERISTICS OF THE ROLE

Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<i>The knowledge or skills required in the role are as follows (essential or desirable):</i>	<i>E/D</i>
1. Proven ability to work well as a team member and make positive contributions to activities within a team environment.	E
2. Proven ability to work without close supervision and use initiative when making decisions.	E
3. Proven IT skills with the ability to operate and learn new systems (e.g. cameras and alarms as well as Microsoft applications). Must be willing to undertake regular ongoing training*.	E
4. Confident and articulate in communication skills both verbal and written in order to communicate effectively and professionally with Police Officers, the public, principals (Royalty & Government), media outlets and household staff at residences.	E
5. Proven ability to display integrity and discretion at all times and maintain confidential information.	E
6. Proven ability to concentrate in stressful / pressurised environments over long periods of time.	E
7. A flexible approach to working hours may be required at short notice.	E
8. Ability to undertake physical training in Officer Safety Training and first aid.	E
9. Previous Police, Military or Protection/Security experience is advantageous but not essential.	D
Additional comments: * Initial training for site specific security systems will be provided when starting in this role.	