

Job Title: CTPSE Security Officer	
Job Evaluation Number	C030

JOB DESCRIPTION

Job Title: CTP SE Security Officer	Location: Counter Terrorism Policing South East (CTP SE)
Job Family: Operational Support	Role Profile Title: BB2 Police Staff
Reports To: CTP SE Security Supervisor	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: Provide overall security/guarding capability to protect the assets and staff at the CTPSE 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. Physical Security and protection of CTP SE assets and people

Undertake patrols and inspections in accordance with assignment instructions, Standard Operating Procedures (SOPs) and CTP SE Security Protocols and responding to perimeter detection alarm.

2. Covering the Gatehouse and Reception

This will include but not be limited to: checking of visitors/contractors before entry into compound; verification against visitor lists; checking of identification documents (IDs); issue of visitor passes & notifying reception; managing and verifying deliveries; preventing tailgating and ensuring that no unauthorised persons are permitted entry. Carry out random checks of staff IDs on entry. Monitoring CCTV and alarm systems. Carry out reception duties and operation of the building access system.

3. Maintenance of security logs and recording of any incidents that occur in line with SOPs and CTP SE Security Protocols.

4. To carry out regular patrols both within the grounds and the external perimeter of the site.

5. Ensure all security related systems and equipment are maintained, liaising with appropriate parties to seek resolution to any issues or failure.

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:

It is anticipated the greatest demand will be gatehouse/entry and reception areas.

Preventing unauthorised entry by applying the site access policy and ensuring only authorised persons are permitted on site.

Must have a flexible approach to working hours to suit the requirements of the role and be prepared to work overtime as required.

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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. Confident and articulate in communication skills both verbal and written in order to communicate effectively and professionally with Police Officers and Police Staff in a highly pressurised environment. Must be discreet, tactful, diplomatic, sensitive and confident in all dealings.	E
2. Excellent time-management skills with flexibility to meet demand.	E
3. Proven IT skills with the ability to operate and learn new systems (e.g. cameras and alarms as well access system and Microsoft applications).	E
4. Proven ability to concentrate in stressful environment over long periods of time	E
5. Proven ability to work well as part of a team as well as working with minimum supervision when required, using initiative to make decisions.	E
6. Proven commitment to continual professional development.	E
7. Must have capability to travel to different locations across the region and undertake all assignments in a timely manner. Due to the requirement to work flexibly, unsocial hours* and personal safety for lone working; public transport may not be available or suitable at these times. For this reason a full UK driving licence is considered essential.	E
8. Security systems knowledge (e.g. CCTV intruder alarms).	D
9. A valid Frontline Security Guarding SIA licence.	D
Additional comments: * working hours and level of flexibility are specific to each role and will be discussed at interview. This role requires the role holder to work unsupervised whilst on shift.	