



Job Description

Job title: Security Officer

Main purpose of job

- ∞ Guarding premises against unauthorised access or occupation, against outbreaks of disorder or against damage;
- ∞ Guarding property against destruction or damage, against being stolen or against being otherwise dishonestly taken or obtained;

Relationships & Chain of Command:

- a) Responsible to: Team Leader, Managing Director
- b) Responsible for: Customers
- c) Liaison with: Other Staff, Managers and Emergency Services.

Main tasks of job:

- ∞ Arrive for work in good time, in clean and tidy uniform
- ∞ Wear your SIA licence, displaying the photograph side, on the outside of your clothing at all times when working
- ∞ Follow the SIA code of conduct for door supervisors
- ∞ Draw equipment, such as radios, and check serviceability
- ∞ Report to the Team Leader if applicable for detailed instructions or briefing
- ∞ Sign on for work at the beginning of your shift
- ∞ Make check calls hourly if instructed to do so
- ∞ Sign out of work at the end of your shift
- ∞ Receive a handover brief from the off going SO if appropriate
- ∞ Occupy a designated post for the duration of the shift
- ∞ Patrol the site at the beginning of your shift to establish a detailed site picture
- ∞ Patrol the site randomly, usually hourly, during the course of your shift
- ∞ Give a handover brief to the oncoming SO if appropriate
- ∞ Respond to breaches of site security or law in a timely fashion and an appropriate manner
- ∞ De-escalate incidents in line with conflict management training
- ∞ When lone working, observe and report incidents, maintaining your own safety and health
- ∞ Communicate incidents via the chain of command at the earliest opportunity
- ∞ Monitor health and safety standards in your area at all times and act appropriately in line with H&S legislation
- ∞ Monitor the site for incidents of loss, waste or shrinkage and act to minimise the effects appropriately
- ∞ Follow company policies and procedures at all times
- ∞ Accurately complete the daily occurrence book, time sheets, safety check sheets, capacity register, incident logs, police statements and any other documents required
- ∞ Follow all other job requirements as per SO training
- ∞ Follow any reasonable instructions given by a member of your chain of command

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Personnel Specification

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	ESSENTIAL	DESIRABLE
Qualifications/Attainments	<ul style="list-style-type: none"> • Level 2 Award for working as a Door Supervisor within the Private Security Industry or; • Level 2 Award for Working as a Security Officer within the Private Security Industry • Door Supervisor SIA License or; • Security Officer SIA Licence 	<ul style="list-style-type: none"> • Clean driving licence
Relevant Experience		<ul style="list-style-type: none"> • Door Supervision • Security Operations
Special Attributes	<ul style="list-style-type: none"> • Literate - able to write basic reports • Good command of spoken English 	<ul style="list-style-type: none"> • Articulate
General Intelligence	<ul style="list-style-type: none"> • Can use initiative 	<ul style="list-style-type: none"> • Good problem solving skills
Physical Requirements	<ul style="list-style-type: none"> • Good state of health and fitness • Smart appearance 	
Disposition	<ul style="list-style-type: none"> • Dependable • Able to work alone for long periods of time • Able to fit into a team 	
Circumstances	<ul style="list-style-type: none"> • Able to self-transport to work sites 	<ul style="list-style-type: none"> • Available to work late nights