

JOB OUTLINE	
JOB TITLE: Security Assistant	JET CODE: 1039
DIVISION: Infrastructure	
SERVICE/BUSINESS UNIT: Facilities Management	
REPORTING TO: Area Officer – Facilities	
RESPONSIBLE FOR: None	
JOB PURPOSE: To provide a comprehensive, high quality security service within East Lothian Council premises ensuring the safety of the premises, valuables and people. Preventing theft and damage, you will also be required to deal with emergencies as and when required.	
MAIN DUTIES: Conduct internal and external security patrols and inspections in accordance with management instructions, Council guidelines and industry best practice. Act as main key holder for Council premises performing lock and unlock duties. Respond to emergency situations including intruder and fire alarm calls, acts of vandalism etc as required. Operate building security systems in accordance with agreed procedures. Ensure that no unauthorised persons are permitted in prohibited areas. Develop and maintain effective internal and external networks e.g. Police Scotland and other emergency services, alarm system contacts etc. Produce accurate and comprehensive records and documents, for example incident reports and the associated paperwork. Provide a secure mail service, for example collecting mail from the local post office in the mornings, delivery of courier bags etc Ensure that all Health & Safety Policies are adhered to by visitors and members of staff. Confidential / waste recycling in accordance with recycling guidelines and procedures. Assist with the set up and clearing of meeting rooms.	

Liaise with other Departments regarding late working and out of hours meetings and functions.

Meeting and greeting of visitors to the premises in a polite and customer focused manner, issuing passes to visitors and members of staff as required.

Undertake all duties in an open, friendly, co-operative and courteous manner, complying with the Council's customer service policies and standards.

Promote the Council's vision and values and a corporate culture that is positive, and customer focused.

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

A minimum of National 4 English/Maths or Literacy/Numeracy or Intermediate 1 Communication/Numeracy or SVQ1/Standard Grade General level English/Maths **and/or** able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.

Disclosure Scotland:

None.

Scottish Social Services Council:

None.

PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	A minimum of National 4 English/Maths or Literacy/Numeracy or Intermediate 1 Communication/Numeracy or SVQ1/Standard Grade General level English/Maths and/or able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience. As you are required to travel to manage a workload, you must hold a current driving licence and/or have access to a vehicle.	Basic Health & Safety Certificate. CCTV licence. Security Industry Authority (SIA) Licence / training. First Aid training.
Previous Experience (Paid & Voluntary Work)	Experience of working in a security, janitorial or caretaking role. Experience of working with the general public.	
Knowledge/ Skills /Competencies	Basic knowledge of Security Systems Effective verbal and written communication skills. Effective organisational and time management skills. Basic user of Microsoft Office Suite e.g. Word.	Conflict Management Skills
Personal Qualities	Ability to investigate and resolve problems. Ability to work flexibly as part of a team. Ability to develop effective relationships. Ability to deal sensitively with individual clients, including the need to maintain confidentiality relating to sensitive or personal matters. Ability to write short reports and follow written instructions. Confidence to challenge people when necessary. A reasonable level of physical fitness. High Level of Customer Care Focus	Ability to remain calm and use your initiative

Council Behaviours	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen We work Together	
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