

Recruitment Pack



EAST RENFREWSHIRE COUNCIL

NEIGHBOURHOOD SERVICES SECURITY OPERATIVE

ERN06629

EXTERNAL

CONTENTS

Advertisement

Job Description

Person Specification

This Recruitment Pack should contain all the information you require to complete your application.



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DEPARTMENT:	Environment
JOB TITLE:	Neighbourhood Services Security Operative
JOB STATUS:	Full Time
DURATION:	Permanent
NUMBER OF VACANCIES:	1
GRADE:	2
HOURLY RATE:	£14.12 - £14.27
ANNUAL SALARY:	£27,240 - £27,529
HOURS PER WEEK:	37
WORK PATTERN:	Monday – Thursday 08:00 – 16:00 Friday 08:00 – 15:30
LOCATION:	Thornliebank Depot

You will provide gate area security during office hours and assist in ensuring parking arrangements, depot cleanliness and maintenance of premises is effective.

The main duties of the post include dealing with visitors and contractors to the depot and assisting supervisory staff in ensuring site rules are complied with. You will also undertake routine depot cleaning duties and assist in the operation of the weekly fire test.

It is essential that you have experience of working outdoors in all weather conditions and have the ability to lift and carry bulky materials in a safe manner.



This post is subject to a Level 1 Disclosure Check.

For details of our employment policies and terms and conditions, please visit our Council Careers page <https://eastrenfrewshire.gov.uk/careers>

East Renfrewshire Council has launched a new 15-year Community Planning Partnership vision called 'A Place to Grow'. Please follow this link <https://eastrenfrewshire.gov.uk/placetogrow> to watch a video and read our full plan which sets out our shared hopes and aspirations between now and 2040 so that East Renfrewshire is a place where everyone can flourish, thrive and grow.

Please note – all applicants will be asked to provide proof of their right to work in the UK, and any offer of employment will be conditional upon verifying documentary evidence before employment commences. Further information can be found here: <https://www.gov.uk/prove-right-to-work>

Please note – East Renfrewshire Council does not provide Visa sponsorship.

References – during your application form completion you must provide details of a minimum of 2 referees, 1 of which should be your most recent or current employer. It is also a requirement that the referees are your previous/current managers and are not the details of work colleagues operating at the same level as you or personal referees. Please note only work email addresses for referees will be accepted. Please contact hrdirect@eastrenfrewshire.gov.uk with any questions.

Employability Support – Work East Ren – For further support on completing job applications, East Renfrewshire residents can access free support from our employability team Work East Ren. They can also provide general support with other employability matters. Please contact Work East Ren on 0141 577 8438, email worker@eastrenfrewshire.gov.uk or visit the website <https://www.workeastren.co.uk/>

Pension Scheme

Employees with a contract of employment for 3 months or more are automatically included in our Local Government Pension Scheme which is a career average scheme. Pension contribution rates are based on a tiered system determined by your annual full time equivalent pensionable pay. Further details can be found in the attached document General Information for Applicants or via the Strathclyde Pension Fund website [Local Government Pension Scheme \(LGPS\) Guidance](#)



Recruitment Dates

Closing date for applications: midnight on Sunday 25 October 2026

Shortleat date: 30 October 2026

Interview date: 12 November 2026

If you would like an informal discussion about the post, please contact David McGennity, Depot Transport Supervisor, on 07385440929. (No agencies please).

Recruitment Communication

As you are applying for this post on-line you will receive an automatic e-mail receipt once you have submitted your form.

You should also note that all communication will be sent electronically to the email address you provide on your form. This can include the following:

- Email notification advising of outcome of shortlisting
- Invite to interview email
- Conditional offer email
- Full employment contract

Given the nature of the above correspondence you should ensure that the email address you provide is secure and relevant (i.e. not public or work related if possible)

Payslips

The council provides electronic payslips online through our employee self-service portal. Successful applicants will be provided with a login to the self-service portal to access their payslip.

Guaranteed Interview Scheme

Disability Confident

If a disabled applicant can clearly show in their application that they meet the essential criteria for the job (as shown in the person specification) they will be given the opportunity to demonstrate their abilities at interview.

Care Experienced Children and Young People – Looked After Children



For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and they have either been in the care of their local authority i.e. been in foster care or in residential care etc. and they are under the age of 29 years old they will be given the opportunity to demonstrate their abilities at interview.

Veterans

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and can demonstrate in their work history they are a Veteran of the armed forces who has left or is leaving service then applicants will be given the opportunity to demonstrate their abilities at interview.

Trainee Roles or Modern Apprentices

For modern apprentices or traineeship roles where the applicant is an East Renfrewshire Council resident or school leaver, they will be guaranteed interview if the applicant clearly shows in their application that they meet the essential criteria for the job.



Equalities

East Renfrewshire Council is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

Our aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

We offer a range of family friendly, inclusive employment policies, and employee benefits to support staff from different backgrounds.

East Renfrewshire Council has committed to implement the key recommendations of the Scottish Parliament's Equalities and Human Rights Committee's Race Equality, Employment and Skills: Making Progress report.

Application Guidance

For help on completing East Renfrewshire Council's Local Government application form, we have provided guidance on our Careers webpage under the Applying to Work for Us section which can be found here

- <https://www.eastrenfrewshire.gov.uk/careers>

Please fill out the application using your own words, based on your own experiences. We ask that candidates do not use AI tools to complete recruitment application forms. We value authenticity and are genuinely interested in reading candidates personally written applications. If it looks like your application was created using AI, we may not be able to consider it unless you've told us in advance and we've agreed this as part of a reasonable adjustment.

Privacy Notice

If you would like more information about how we handle your data please read our Privacy Notice which can be found here:

<https://www.eastrenfrewshire.gov.uk/hr-privacy-notice>



JOB DESCRIPTION



Department: Environment

Division/Section: Neighbourhood Services

Job Title: Neighbourhood Services Site Security Operative

Responsible to: Depot & Transport Supervisor

Grade: 2

Purpose of the Role: You will deliver day-to-day security activity of the Depot Facility by actively ensuring employee, visitor and contractor compliance with site rules and health and safety procedures and processes. You will provide gate area security, support compliance in terms of vehicle parking and vehicle movement going in and out of the depot, you will undertake cleaning/maintenance duties as well as undertake the weekly fire test for the building.

Responsibilities

- Actively participate in the day-to-day running of site security including vehicle, employee, contractor and visitor access/egress.
- Ensure effective traffic management within the depot including visitor parking, access/egress of operational and contractor vehicles.
- Ensure adherence and compliance with all aspects of site management and health and safety rules.
- Undertake the weekly fire alarm test and support the safe evacuation and relevant checks of the building in the event of a test or live incident.
- Undertake routine cleaning/maintenance activities such as litter picking/general site tidiness/site inspection of perimeter fence/report any acts



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- of vandalism/damage.
- Liaise with depot employees in relation to onsite visitors/contractors.
- Adhere to the requirement to wear appropriate Personal Protective Equipment (PPE) which relates to the task/s you are undertaking.
- Follow and be compliant with employee national guidance/regulation/legislation/council policy and procedures which are relevant to Neighbourhood Services.
- Deliver front-line services to high standard of work performance and service delivery.
- Deliver a high standard of customer care to residents of East Renfrewshire when undertaking your duties.
- Have a working knowledge and adhere to all Health and Safety Legislation, Regulations, Safe Systems of Work and Risk Assessments.
- Ensure employee compliance in all aspects of Health and Safety.
- Be responsible for identifying risk in relation to front-line service delivery and escalating concerns where appropriate to the Neighbourhood Services Supervisor/Management Team.
- Responsible for supporting new ways of working, implementation of new initiatives and culture change within Neighbourhood Services.
- Be responsible for supporting and undertaking work instruction from other managers within the Neighbourhood Services function.
- To undertake any other duties as required as deemed appropriate.
- To conduct yourself in line with the Council's Values, Capabilities, the Code of Conduct.
- To undertake unsocial hours/shift working where appropriate.

NOTE: This job description is a broad outline only of the duties of the post and these may be revised from time to time.





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PERSON SPECIFICATION

POST OF:	NEIGHBOURHOOD SERVICES SITE SECURITY OPERATIVE	DEPARTMENT:	ENVIRONMENT
GRADE:	2	SERVICE:	NEIGHBOURHOOD SERVICES
ATTRIBUTES	ESSENTIAL	DESIRABLE	
PROFESSIONAL / EDUCATIONAL QUALIFICATIONS OR EQUIVALENT WORK EXPERIENCE			
RELEVANT WORK / OTHER EXPERIENCE / SKILLS	Experience of operational site security involving traffic management. Experience of working in various outdoor weather conditions delivering front-line services. Be able to demonstrate the ability to work with minimum supervision and effectively prioritise and organise workload. Able to adapt to change. Able to identify problems/risks and provide practical resolutions	Experience of dealing with visitors/members of the public/contractors attending site.	

PERSONAL QUALITIES / BEHAVIOURS	Good Communication Skills. Able to provide high standard of front-line service delivery	
ADDITIONAL JOB REQUIREMENTS	Ability to work unsocial/irregular hours/shifts.	



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Ambition



Kindness



Trust