Job Description

Job Title	Security Officer		
Section	Security Services	**Date Reviewed**	August 2016

Post Details

Reporting to: Security Supervisor

Main Purpose of the Job:
To implement all aspects of the Council's Security Service through the delivery of incident response, mobile patrols, CCTV monitoring and static security.

Main Duties and Responsibilities:

- To carry out mobile patrols, both joint and individual, on designated schedules using Guard Tour system and Loneworker technology, taking appropriate actions where necessary.
- To carry out and review risk assessments and site surveys, including the provision of security recommendations as and when required.
- To compile and log confidential information required for security services and audit purposes, using IT systems where required.
- To communicate with other departments or external agencies through the use of telephones, mobiles, radios or e-mail, including representing the Council at site handovers with clients.
- To record and monitor CCTV as and when required.
- To control, monitor and issue keys for all clients.
- To carry out first aid whilst on patrol, where circumstances arise.
- To respond on alarm to assist emergency services, other agencies, including public and private clients.
- To provide effective security responses to on site incidents in line with standard procedures.
- To carry out mobile key handling functions to assist in early access to client properties.
- To report to the Control Room any incidents of crime/disorder and anti-social behaviour including vandalism, graffiti, fly-tipping etc observed whilst carrying out patrols.
- To carry out static guarding when circumstances arise including insecure premises, break-ins, fire damage, faulty alarms etc.
- To carry out static guarding duties including opening/closing of premises, setting and unsetting of alarm panels, registration of visitors, tradesmen etc.
- To assist with building evacuation procedures, when required to, including the evacuation of both external and internal premises.
- To carry out additional duties and responsibilities as defined within specific operational agreements.
- To provide public reassurance, as and when required.
- To remove sharps, identified when carrying out mobile patrols, as and when required.
- Attend court as a professional witness as and when required.
- To ensure the confidentiality and security of all information in accordance with the requirements of the Data Protection Act 1998.
- To comply with the Council's Equality Policy.
- To ensure that the duties and/or responsibilities, as defined in the Council's Health & Safety Policy are implemented within the sphere of operation of the post with particular reference at all times to the Health & Safety of employees and members of the public.
- To carry out any other duties relevant to the post, as and when required to suit the Council's directives and objectives, subject to any reasonable adjustments under the Equality Act 2010.

This 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. The job description will be reviewed and amended, in consultation with the postholder, as duties and responsibilities change.