# Person Specification

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| **Job Title** | Security Officer | | |
| **Section** | Citywide | **Date Reviewed** | August 2016 |

| Attribute | Essential Criteria | Assessment Method | Desirable Criteria | Assessment Method |
|---|---|---|---|---|
| **Education, Training and Qualifications** | • Hold relevant front-line SIA licence | **Application + Cite licence** | | |
| **Experience** | • Previous experience of working with people and dealing with the public<br>• Previous security experience in relation to patrols, incident response and guarding | **Application + Interview** | • Demonstrate previous experience of using radio communications<br>• Demonstrate previous experience of using CCTV systems | **Application + Interview** |
| **Knowledge** | • Demonstrate a general understanding of health and safety procedures in relation to the security industry | **Application + Interview** | | |
| **Skills and Competencies** | • Demonstrate good verbal communication skills<br>• Demonstrate good customer care skills<br>• Demonstrate good numeric and literacy skills<br>• Demonstrate the ability to work alone and as part of a team<br>• Demonstrate the ability to remain calm in difficult situations<br>• Written communication skills which demonstrate an ability to write short reports | **Application + Interview + Assessment** | • Demonstrate an ability to use Windows based computer systems and Microsoft Office packages (e.g. Word, Excel, Outlook, etc.) | **Application + Interview** |
| **Job Requirements** | • Hold a full current driver licence<br>• Demonstrate the ability to work a varying shift pattern of 10-hour shifts on a 4 on / 4 off rota with shift times of 6am – 4pm, 3pm – 1am & 8pm – 6am<br>• Demonstrate a flexible approach to the needs of the service including duties and hours of work<br>• Complete security screening to BS7858 standard | **Application + Interview + Cite licence** | | |