Job Title:

Security Officer

Business Unit/Department:

SCC Security

Location/Territory:

Birmingham

Reporting to:

Matthew Bown

Overall Job Purpose:

Having a dedicated in house security team enables us to deliver a secure working environment for all our employees and maintain the security for our logistics and Office site functions. Duties include controlling security systems, access to buildings, general patrols, staff searches and recording incidents through written reports and statements. Reporting to the security manager. We are looking for an Experienced Security Officer or Ex Forces member who is a team player with excellent communication skills. In return we will offer you a full time permanent employment within a safe and clean environment.

Hours of Work:

**Main Duties of the Job**

* Operation of CCTV System
* Locking and Unlocking buildings
* Searching of staff and visitors as necessary
* Supervision and control of goods in and out
* Compiling incident reports, accident book and fire registers.
* Monitoring and updating ‘in House’ IT Systems.
* Issue of control of Staff and Visitor passes.

**Skills, Knowledge and Experience**

* Previous experience and training within the security/HM Forces/Police Industry.
* Able to demonstrate a knowledge of security principles and legislation.
* Ability to communicate with people at all levels.
* Good Written and Spoken English.
* Good comprehension of IT Systems
* Good working knowledge of Microsoft Outlook, word etc.
* Stable background with fully checkable work history.
* SIA Security Licence for Manned guarding, door supervisor or CCTV

A Uniform and full training will be provided.

A Full manual driving licence is Essential.

SIA Door Supervisor/CCTV Essential