



Role Title	Security Officer
Function & Dept.	Corporate Services
Career Growth Level	Supporting (G)
CGP Descriptor	These roles have entry level- knowledge of practical processes. These are process and administrative roles that carry out work under instruction and supervision
Team	UK Security
Reports to	Security Co-ordinator
Role Purpose	The Security Officer is responsible for maintaining the safety and security of the office premises, employees, and visitors. This role involves monitoring the office environment, controlling access, responding to security incidents, and ensuring compliance with security policies and procedures. The Security Officer plays a critical role in creating a secure workplace, deterring unauthorized access, and addressing potential security threats.

Key Responsibilities

1. Access Control:

- Monitor and control access to the office premises, ensuring only authorized personnel and visitors are allowed entry.
- Issue and check identification badges for employees and visitors.
- Maintain a visitor log and ensure visitors are escorted by authorized personnel while on-site.

2. Surveillance and Monitoring:

- Operate and monitor CCTV systems to observe and report any suspicious activities.
- Conduct regular patrols of the office premises, both internal and external, to identify and address security risks.
- Ensure all security systems, including alarms and surveillance equipment, are functioning properly.

3. Incident Response:

- Respond promptly to security breaches, alarms, or other incidents, taking appropriate action to mitigate risks.
- Investigate any incidents of theft, vandalism, trespassing, or other security-related issues, and report findings to the Security Team Leader / Co-ordinator / Manager.
- Coordinate with emergency services when necessary and follow established procedures for emergency situations.

4. Safety Compliance:

- Ensure that all security protocols and safety regulations are adhered to by employees and visitors.
- Conduct safety inspections of the premises to ensure compliance with fire regulations, first aid, and emergency evacuation procedures.
- Assist in the implementation of health and safety initiatives within the office environment.

5. Reporting and Documentation:

- Maintain accurate records of all security incidents, including detailed incident reports and daily activity logs.
- Report any maintenance issues related to security equipment or the office premises to the appropriate department.

- Prepare and submit regular security reports to the Security Team leader / Co-ordinator /Manager.

6. Customer Service:

- Provide assistance and support to employees and visitors with security-related queries or concerns.
- Maintain a professional and courteous demeanor at all times, ensuring a welcoming and secure environment for all office occupants.
- Assist in the in

Person Specification

- Proven experience as a Security Officer, preferably in an office or corporate environment (though the location is not essential).
- Familiarity with access control systems, CCTV, and alarm systems.
- Strong observation and surveillance skills, with attention to detail in monitoring and reporting.
- Excellent verbal and written communication abilities, with the capacity to interact effectively with staff, visitors, and emergency services.
- A professional and approachable demeanor, with a focus on providing exceptional customer service.
- Ability to respond quickly and effectively to security incidents and emergencies, using sound judgment and decision-making.
- Ability to perform the physical demands of the job, including patrolling the premises and standing for extended periods.
- High level of integrity and reliability, with a commitment to maintaining confidentiality and discretion.
- Willingness to work flexible hours, including shifts, evenings, and weekends as required.
- Must be able to obtain the Government and/or Police Security levels required in order to meet the operational requirements of the role (no caveats) and as per the requirements stipulated in relevant customer contracts~~Ability to obtain and maintain security clearance if required~~

Key Competencies		Level
1.	Communication Skills	1
2.	Incident Management	1
3.	Process Management	1
4.	Security Operations	1
5.	Vulnerability Assessment	1
6.	Relationship Building	1

Value Behaviours		Level
1.	Responsibility	1
2.	Passion	1
3.	Customer First	1
4.	Agility	1
5.	Family	1

Version	Date	Description	Approved by	Date
1.0	November 2023	Original	HR	November 2023
2.0	March 2024	Formatting of cells	HR	March 2024

