Job Description

Name:

Staff ID Number:

Key Responsibilities

1. Patrolling and Monitoring

o Conduct regular patrols of the premises to deter and detect security breaches.

o Ensure all access points are secure and report any anomalies.

2. Access Control

o Manage access control systems to ensure only authorized personnel enter restricted areas.

o Check identification and issue visitor badges as required.

o Maintain accurate records of all visitors and contractors.

3. Incident Response

o Respond promptly to security incidents and emergencies, including fire alarms, medical emergencies, and unauthorized access.

o Implement emergency procedures and provide first aid if necessary.

o Liaise with emergency services as required.

4. Reporting and Documentation

o Maintain detailed and accurate records of daily activities, incidents, and irregularities.

o Prepare incident reports and submit them to the Security Manager.

o Ensure compliance with data protection regulations when handling sensitive information.

5. Customer Service

o Provide assistance and information to staff, visitors, and contractors in a professional and courteous manner.

o Address queries and concerns promptly and effectively.

o Promote a positive image of the security team and the organization.

6. Compliance and Training

o Adhere to all legal requirements, company policies, and COP 119 standards.

o Participate in regular training sessions to maintain and enhance skills and knowledge.

o Stay updated on relevant legislation, regulations, and best practices in security management.

7. Health and Safety

o Ensure compliance with health and safety regulations and procedures.

o Identify and report potential hazards and risks to the appropriate personnel.

o Promote a safe working environment for all staff and visitors.

Key Requirements

1. Qualifications and Experience

o SIA (Security Industry Authority) license is mandatory.

o Previous experience in a security role is preferred.

o First aid certification is desirable.

2. Skills and Competencies

o Excellent observational and surveillance skills.

o Strong communication and interpersonal skills.

o Ability to remain calm and composed in stressful situations.

o Good report writing and documentation skills.

o Proficiency in using security equipment and systems.

3. Personal Attributes

o High level of integrity and professionalism.

o Strong sense of responsibility and duty of care.

o Ability to work independently and as part of a team.

o Flexible approach to working hours, including nights and weekends.

Physical Requirements

• Ability to stand or walk for extended periods.

• Ability to respond quickly to emergencies.

• Physical fitness to perform patrolling and incident response duties.

Compliance and Legal Requirements

• Adhere to the Private Security Industry Act 2001 and other relevant legislation.

• Ensure compliance with COP 119 standards and company policies.

• Maintain confidentiality and data protection standards at all times.

Performance Indicators

• Number of incidents detected and resolved.

• Compliance with security protocols and procedures.

• Quality and accuracy of incident reports.

• Customer satisfaction and feedback.

Signed:

Date: 01/02/2025