



JOB DESCRIPTION

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

A. POST DETAILS:

| | | | |
|-------------------|------------------------------|----------------|------|
| Job Title: | Security Officer | Current Grade: | A003 |
| Department: | Finance & Corporate Services | Area: | |
| Reports To: | Security Manager | No. of posts: | 16 |
| Level of vetting: | | | |

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve.*

Provide 24/7 security service and act as focal point for all staff and visitors to the BTP HQ premises at Camden. Control of visitors, contractors, vehicles, keys and deliveries.

C. DIMENSIONS OF THE POST: *The key statistics associated with the post.*

Financial – Direct or Non-Direct

Nil

Staff Responsibilities – Direct or Non-Direct

Nil

Any Other Statistical Data

400+ staff work within the Camden Road premises and 100 at Blundell Street.

D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver.*



1. Provide a 24/7 security and reception service to the FHQ premises including internal and external patrols and evening lock-up.
2. Afford access to occupants and verify identification of visitors and contractors- both pedestrian and vehicular and inform departmental contacts upon arrival.
3. Ensure visitors and staff wear their ID badges.
4. Control vehicle parking in car park and log all vehicle movements.
5. Receive and log all deliveries and advise departments of their arrival.
6. Perform Health and Safety Inspections, Fault Patrols and testing of safety critical systems. Enforce no smoking and clear desk policies.
7. Escort and supervise contractors during and outside of normal working hours.
8. Operate switchboard and issue visitor/contractor/swipe card passes as necessary.
9. Issue and control of FHQ building related keys, vehicle keys and flat keys.
10. Act as firewarden for ground and basement floors and liaise with emergency services during an emergency situation.
11. Monitor Fire Alarms and perform weekly fire bell test.
12. Perform weekly test of disabled toilet alarms, PA system, External door alarms, emergency lift communications system and fire fighting lift intercom system.
13. Monitor environment in server room every two hours and record temperature.
14. Respond to intruder alarm activations at BTPA/PDU/ECU.
15. Monitor CCTV and liaise with BTP and Met Police regarding CCTV footage of incidents.
16. Enforce no smoking, clear desk policy and energy efficiency policy.

E. DECISION MAKING:

Make Decisions

Significant Say In Decisions

F. CONTACT WITH OTHERS: *The frequent contacts the post-holder has with others and for what purpose.*

Internal

All staff, visitors and contractors at FHQ.

External



Local police, Council wardens.

G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria

Qualifications & Training:

General standard of education.

Experience:

Perform duties in accordance with guidelines and procedures but also when necessary work on own initiative.

Ability to work under pressure, deal quickly with issues and liaise with emergency services/visitors/employees.

Skills:

Assertive

Knowledge:

Desired Criteria

Qualifications & Training:

Experience:

Skills:

Switchboard/Receptionist Skills.

Health and Safety awareness.

Knowledge:

H. ANY ADDITIONAL INFORMATION: *Information relevant to the role, including any particularly challenging/difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

The applicant must be able to attend all hours of duty including early, lates and night shifts including bank holidays and weekends.

I. AUTHORISATION DETAILS:

Prepared By:

Area Commander / Andrew Clarke

FHQ HoD:

Date:

Date: 14/02/2011