

JOB DESCRIPTION: Security Officer



REPORTS TO: Security Team Leader

JOB SUMMARY: To ensure the security of The Historic Dockyard estate and Collections.

MAIN DUTIES:

Gate and patrolling duties to control access and to protect the Trust estate and assets while providing a high level of front facing and interactive residents, customer and visitor care.

KEY TASKS:

1. Whilst on gate duty, to ensure that access is granted appropriately and that any unauthorised access is prevented, or when that is impossible that it is reported to the appropriate authorities as a matter of urgency.
2. Liaising with site users which will include but is not limited to visitors, residents, staff, tenants and contractors.
3. Carrying out patrols as instructed.
4. Reporting any issues relating to the security of the site and its assets or any other concerns in an appropriate and timely fashion.
5. Controlling CCTV, controlling access to keys and reporting any issues.
6. Providing first aid cover on site – if trained to do so.
7. Assist, when possible, with additional working days where annual leave, sick leave or events may require it.
8. Supporting the Trusts programme of events.
9. Ensuring that contractors are checked in and out via the agreed system.
10. Any other duties required to help in the efficiency and smooth running of the Trust. The Trust may require help in any section, carrying out other work and other duties, as the workload so requires.