

JOB DESCRIPTION

JOB TITLE: Security Officer

LOCATION: Affinity Devon Outlet Shopping Centre, Bideford, Devon

SALARY: £9.25 per hour

REPORTING TO: Security Manager

OUR VALUES AND BEHAVIOURS

Respect - This means respecting each other, great communication, valuing contributions, respecting differences and supporting one another.

Collaboration - This is all about teamwork and remembering that we are all working towards the same goal. It's also about how we work with our clients and their other suppliers. We are one team!

Integrity - This is about being honest, reliable and trustworthy and always delivering on promises.

Innovation - This is about striving to always improve, working smarter, coming up with new ideas and having the confidence to share them. At the same time it's about embracing change.

Excellence - This is all about striving to be the very best brand ambassador, exceeding expectations to build value and give us and our clients a real competitive advantage.

Trust - This is all about being consistent, organised and reliable. It's also about doing what you say you are going to do and not promising what you can't deliver.

OVERVIEW OF JOB DESCRIPTION

Security Officer Working Day and Night Shifts

Main Duties & Responsibilities:

- Patrolling in the malls and the outside Perimeter
- Meeting and Greeting Customers and helping with their enquiries
- Monitoring CCTV
- Dealing with Deliveries
- Admin work and replying to emails
- Building Integrity Checks

Person Specification:

- SIA License a must
- SIA CCTV License an advantage
- First Aid Trained an advantage
- Able to take ownership of all situations and ensure all task given are completed.
- Flexible to changes
- Smart appearance at all times in line with company policy

Essential

- Experience in Security
- Experience in dealing with Fire Panels
- Excellent Organisational skills with the ability to prioritise tasks and workloads
- Excellent communicator and customer service skills
- Excellent written skills
- Computer Literate
- Able to react in a professional and calm manner in any situation
- Excellent Observational skills
- Able to work unsupervised and take responsibility
- Good Report Writing Skills
- Good local knowledge
- Good team ethic
- 5 year checkable work/education History

Desirable

- Prepared to do over-time when available.

HEALTH & SAFETY RESPONSIBILITIES

- Follow Group and company policies and procedures at all times;
- Report any apparent deficiencies in systems of work or equipment provided that may result in failure of service delivery or risk to health and safety or the environment;
- Use all work equipment and personal PPE properly and in accordance with training received;
- Report any issues or training needs to your Line manager and /or via your divisional incident reporting system;

Benefits

Perbox Benefits Scheme

Cycle to Work Scheme

Pension

Full Uniform Supplied

Progression through internal promotions and succession planning

Access to a catalogue of training courses through the Apprenticeship Levy

ABM University

Note

All security personnel are required to be vetted in accordance with Guidelines on Security Screening (BS7858) covering a period of five years. Failure to accurately and fully disclose work history may be detrimental to gaining employment with ABM. You will need to be able to evidence a minimum of 5 year's written work history – this evidence needs to include any gaps of over 31 days and periods of self-employment. Successful candidates will be vetted by ABM before employment is confirmed. ABM take the vetting process extremely seriously and have a dedicated team who validate employment and investigate gaps. For this, candidates who are invited for an interview must be able to provide a full 5 year or back to school work history, accounting for any gaps and proof of right to work, address and SIA DS licence. Failure to provide this evidence will result in ABM not being able to comply with the BS7858

Standard (the British Standards Institution for screening individuals employed in a security environment) and therefore no offer of employment is able to be made.

This job description is intended to give the post holder an appreciation of the role envisaged for this position and the range of duties undertaken. Specific tasks and objectives will be agreed with the post holder throughout the period of employment. The job description may be varied from time to time by the Company to reflect changes in the post holder's role and/or the needs of the business.

Please note that ABM are an equal opportunities employer, we do not discriminate and welcome all responses.