

JOB DESCRIPTION

JOB TITLE: Security Officer

LOCATION: Fort Kinnaird

SALARY: £10.60 per hour

JOB TYPE: Full time, Permanent

SHIFT PATTERN: after training a set 4 on 4 off pattern with the opportunity for overtime, 12 hours shift will be day shift and/or night shift with various starting times of 07:00, 08:00, 09:00 or 19:00

REPORTING TO: Security Supervisor

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

Main Duties & Responsibilities:

This is a permanent, full-time contract. Both SIA and CCTV licences required, or willing to undertake a CCTV licence course.

The role is based at the out of town Shopping Centre of Fort Kinnaird which is focused on being the Place People Prefer to work and shop. Recent developments with additional restaurants like Nando's and Wagamamas along with the Odeon cinema have further enhanced the Customer experience. Fort Kinnaird is a fast paced, outdoor shopping centre over 800,000 sq.ft. Currently home to more than 75 of the UK's best Brands including Primark, JD, Next, River Island and TK Maxx. Fort Kinnaird are ranked number 2 in the UK in terms of retail attractiveness and have further plans to develop the centre. With this in mind we are looking to appoint a proactive Security Officer to maintain a safe and secure shopping environment for all our customers and staff.

What we offer:

- Employee discounts at on site retailers through our communication app
- Employee discounts at external retailers through Perkbox including free coffee at Caffe Nero
- Cycle to work scheme
- Free, on site staff parking and numerous transport links
- Great working environment with a relaxing team room for breaktimes.
- Full and ongoing training with a view for career development including opportunities to progress
- Numerous online courses to choose from and complete at your own pace
- Competitive annual leave with fair and simple holiday booking system
- Online rota system with individual login
- Easy to use clocking in/out system for accurate payroll recording
- Online payslips live before pay day and available to download. Also applies to P60
- Company uniform provided at no cost to employee
- Disability Confident employer

Person Specification:

Essential

- Enjoy working part of a team as well as the ability to work independently to reach the shared goal.
- Good communication skills both written and verbal to assist with accurate report writing.
- Excellent time management
- Smart, well-groomed and confident
- Conflict Management aware
- High level of customer care awareness
- Telephone skills
- Familiar with patrolling and monitoring from a loss prevention aspect
- SIA Door Supervisor/Security Guard licence
- SIA CCTV licence

Desirable

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;

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.