

JOB DESCRIPTION

JOB TITLE: Security Supervisor

LOCATION: Livingston Designer Outlet

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

Main Duties & Responsibilities:

This is a permanent contract. Both SIA and CCTV licences required. Livingston Designer outlet is an in-door Shopping centre housing over 90 retail units, Pubs, Restaurants and the Vue cinema. We are looking to appoint a proactive Security Supervisor to maintain a safe and secure shopping environment for customers and staff.

Person Specification:

- Ability to work as part of a team as well as independently in absence of the Security Manager.
- Strong communication skills both written and verbal
- Team leading experience with the over seeing the day to day running of the security team within the centre.
- To ensure that all security personnel understand the scope of their individual roles with particular emphasis on delivering a professional customer service
- Excellent time management
- Smart, well-groomed, and confident
- Conflict Management aware
- High level of customer care awareness
- Telephone skills

- SIA Door Supervisor/Security Guard licence
- SIA CCTV licence

What we offer:

- £10.08 p/hour (48-54 per WK)
- Great working environment
- Working a mixture of shifts including Day/Nights/Weekends on a 3 week rolling rota applicants must be
- flexible
- Full and ongoing training with a view for career development including opportunities to progress.
- Competitive annual leave
- Company uniform provided
- The focus of this role will be to deliver excellence through establishing and enforcing robust security policies and procedures. The customer experience should be at the heart of everything you do.
- Disability Confident employer.
- Familiar with patrolling and monitoring from a loss prevention aspect
- Confident in complying with Health & Safety and fire prevention procedures

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.