

Job Description

Job title	Corporate Security Officer	Date
Reports to (title)	Corporate Security Supervisor/Security Operations Manager	
Contract/Department		Revision
Location		

Job purpose

Describe the overall purpose of the job in two or three sentences.

The Corporate Security Officer role will be to carry out daily tasks specifically set out by the Security Management team. This will also include protecting the clients' business interests to create a safe and secure working environment for all visitors/staff.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- The Corporate Security Officer will display excellent situational awareness that is conducive to a high end corporate environment.
- Facilitate access/egress to the clients estate whilst maintaining a high level of client facing and customer service skills.
- Plan for and provide escorts for VIP visitors, liaising with Supervisors and Managers.
- Ensure the front of house is staffed at all times.
- Be aware of protest and demonstration activity and respond/escalate as appropriate.
- To actively take part in assisting staff, guests and contractors, in regards to passing them information, giving direction or responding to queries that are raised, to a high standard.
- To be fully conversant with all SOPs, assignment instructions, post notes and client/EMCOR UK procedures.
- Incident reports are to be completed to a high level.
- Will be required to work in a security control room (CCTV), front of house, internal and external patrols and any other posts as required.
- The Corporate Security Team must ensure that client confidentiality is fully respected at ALL times.
- Display your SIA licence at all times whilst on duty.
- Submit reports as instructed by the Security Management Team or Shift Supervisor.
- To positively participate in any staff welfare or development programmes and to actively engage in any mandatory training.
- May be instructed to work on a shift pattern e.g. 4 on 4 off (days, nights and weekends).
- Carry out any other reasonable request as required by the Client/Security Management Team/Security Administrator.
- The Corporate Security Officer is expected to comply with and demonstrate a positive commitment to a high level of customer service, professional presentation and confidentiality throughout the course of their employment.
- You may be required to carry out duties other than those specified.

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Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- SIA Licence required – DS & CCTV.
- Corporate Security and/or Front of House experience for at least 2 years an advantage.
- Ex forces/Concierge experience would be an advantage.
- Must be able to work days, nights, weekends and have the flexibility to change due to operational needs.
- Excellent written and verbal communication skills.
- Must have an excellent command of the English Language & competent IT Skills.
- Reliable, punctual and approachable.
- To take pride in your appearance at all times, ensuring immaculate presentation.
- Flexible in the approach to daily duties and additional events when held on site.

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

Job Description

Corporate Security Officers will need to attend a minimum of 8 training days per year (fully funded).

Line Manager <i>Signature</i>	
Print Name	
Date	

Job Holder <i>Signature</i>	
Print Name	
Date	

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	