

# Job Description

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Job title	Security / Weighbridge Operative (British Sugar)	Date June 2022
Reports to (title)	Security / Weighbridge Supervisor	
Contract/Department	British Sugar	Revision 2
Location	Cantley	

## Job purpose

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

To provide high visibility security Static and Mobile guarding at the properties/building and surrounding grounds.

To support site operations from a front of house / reception role including the facilitation of site weighbridge operations.

## 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.

- Provide a visible deterrent regarding security issues on the property/building and grounds
- Provide CCTV monitoring of the perimeter of the property/building and surrounding grounds
- To have Conflict Resolution training / experience
- Maintain accurate records and logs of incidents and site visit logs
- Liaising with Police, client, and other public bodies to ensure a coordinated approach and awareness of local issues
- Dealing with communications from telephone calls and radio users in a professional manner in accordance with operating procedures
- Exchanging all necessary information to colleagues during shift change
- Develop and maintain relationships with all the client departments with a proactive approach to EMCOR brand enhancement
- Maintain accurate site contract administration files
- Facilitate site induction requests and support, ensuring all related records are fully up to date and compliant
- Be conversant with all statutory compliance processes and procedures
- Ensure that all EMCOR policies, procedures, and standards are adhered too
- Maintain day-to-day contact with the customer's representatives and attend meetings as directed
- To present high levels of customer service to all site personal and proactively seek to support reasonable requests

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- Maintaining housekeeping standards of all areas within and surrounding the security / reception building and front of house
- Facilitate basic cleaning and standards of the client owned site vehicle on a routine schedule
- To work with the wider site facilities team and client on request to support site operations, supporting high and low peak times and changes and supporting the supervisory team in resourcing levels. For example –
  - Fire Watch duties, gritting as per site routes in adverse weather conditions, general site housekeeping, improvement works, such as low risk painting
- To carry out other reasonable administration and operational requests for other departments as directed by the Site Lead and EMCOR Management Team. For example –
  - Facilitating site seed stocks, contractor site support

## Resource responsibilities

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

None

## Person specification

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

- Security Industry Qualifications – Front line SIA Licence for Security Officers
- Owner / driver with full driving licence
- A good Level of interpersonal and customer relationship skills
- A good level and awareness of safety procedures, such as manual handling, COSHH & risk assessment
- An understanding of a basic Police and other Emergency Services procedures
- Knowledge of the phonetic alphabet
- A flexible approach
- CCTV Monitoring experience
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- Experience of hand-held radio use

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- Future SIA licenses funded
- 3 Day First aid certificate
- De-fib certificate

Desirable –

- Vocational qualification in Customer Service

Contractor support experience

## 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.

- Shift patterns and rotas apply – Day and Night 12 hour shifts
- Holiday cover to be planned and covered within the team.
- All applicants who are offered employment will be subject to a criminal record check
- (Disclosure) from the Criminal Records Bureau before the appointment is confirmed. This will include details of ALL cautions, reprimands, or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post.

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

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

FOR HR USE ONLY:					
Job Grade		EMCOR Competency Level		Training Profile UTC	