



## ROLE PROFILE

<b>Post Title:</b>	Security Officer	
<b>Grade:</b>	LC 3	<b>JE: 1289</b>
<b>Location:</b>	Lancashire Constabulary Headquarters	
<b>Responsible to:</b>	Security Supervisor	

### Job Purpose:

To uphold the security of Headquarters and associated sites.

### Key Responsibilities:

**This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.**

- To maintain the security of the Constabulary's Headquarters and satellite sites.
- To control entry and egress of persons and vehicles on the Constabulary's sites to prevent unauthorised access.
- To follow and uphold all procedures whilst maintaining pocket book notes of events, and to report any incidents in a timely manner.
- To greet all staff and visitors appropriately and courteously.
- To respond to alarm activations and take necessary actions and to prepare a report to the Security Supervisor.
- To secure and unlock areas as required.
- To undertake foot and vehicular patrols of the Constabulary's Headquarters and satellite sites.
- To ensure that all required personal and vehicular passes are displayed prior to entry onto site.
- To liaise effectively with other departments and organisations as and when required in relation to site security.
- To maintain accurate records and logs of day-to-day activities and to prepare brief reports if required.
- To work flexibly as part of the Security Team providing 24 hours service.

- To perform duties using personal initiative with the necessary decisions being made with minimal supervision.
- To undertake other duties and additional responsibilities which are consistent with the nature, responsibilities and grading as and when required.
- Work with customers and colleagues to ensure delivery of effective communication and management of expectations. Adopting a customer focussed approach.
- To be responsible for improving your performance by participating in the Professional Development Review (PDR) process with your manager.

### Behaviours :

The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. These competencies will be incorporated into the interview stage of the selection process.

For more details on these competencies please follow the link provided.

<https://profdev.college.police.uk/competency-values/>

This role is required to operate at or be working towards the levels indicated below:

#### **Resolute, compassionate and committed**

Behaviour	Level	To be Identified by
We are emotionally aware	1	Interview
We take ownership	2	Interview

#### **Inclusive, enabling and visionary leadership**

We are collaborative	1	Interview
We deliver, support and inspire	1	Interview

#### **Intelligent, creative and informed policing**

We analyse critically	1	Interview
We are innovative and open minded	1	Interview

Please note the link will provide information about all competency levels however you should refer to the level indicated above.

The levels are progressive so for example if level 2 is applicable all the areas in Level 1 & 2 in that competency area would apply to the role.

<b>Values :</b>	
All roles are expected to know understand and act within the ethics and values of the Police Service. These will be assessed within the application/assessment or interview stage of the recruitment/selection process.	
<b>Integrity</b>	<b>Impartiality</b>
<b>Public Service</b>	<b>Transparency</b>

<b>Qualification</b>		
<b>Essential</b>	<b>Desirable</b>	<b>To be identified by</b>
	NVQ Level 3 Customer Care qualification	Application Form / Interview
Security Industry Authority (SIA) License qualification or equivalent, or willingness to work towards within 2 years.		Application Form / Interview
<b>Knowledge / Experience</b>		
Previous experience of working unsociable hours	Previous work experience in a security role	Application Form
Experience of maintaining accurate and legible records		Application Form / Interview
Experience of communicate clearly and articulately at all levels internally and externally		Application Form / Interview
Experience of working effectively as part of a team	Demonstrate an understanding and benefit of the ID system	Application Form / Interview
Ability to work on own initiative and take appropriate action as necessary		Interview
Self-Motivated		Interview
Working knowledge of GDPR		Interview
Promote and comply with our obligations under the Equality Act 2010, Data Protection and Health & safety legislation in the delivery of service and the treatment of others		Application Form / Interview
<b>Other</b>		
An acceptable level of sickness absence in accordance with the Constabulary's Attendance Policy		Attendance to be checked post interview by Recruitment for internal staff, via references for external applicants
Uniform will be worn		Interview
Demonstrate a flexible approach to working practices and hours		Interview
Shift working / working hours		Interview
The ability and willingness to travel on Constabulary business, as required.		Application Form / Interview

Please note that the use of the terms "Assessment & Interview" is based upon candidates being successfully short-listed. In addition, the Division reserves the right to select the most suitable candidate based upon any combination of assessments that is deemed appropriate.

**Date last updated: April 2019**