



Casual Security Officer

Salary: £15.38 per hour

Hours : Casual - as & when required - no fixed hours, short notice cover for leave (service covers the hours of 7am - 3pm and 4pm - Mid-night)

Contract: Casual

DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

What is the role?

Managed by the Operations Manager, you will be part of the Security Team based at Civic Offices.

- You will be working with minimal supervision however following clear guidelines in the Security Handbook and use of Force Policy.
- Customer Service is the key function of the role. Working in reception assisting customers with their enquiry's and providing staff and customers with reassurance if anti-Social behaviour occurs and operate within SIA guidelines to manage customers safely where needed.

Who is the person?

You will need to:

1. Enjoy being part of a service that provides excellent customer Service
2. Hold a current SIA license and be willing to attend training to keep this in date.
3. You must have experience of working in a customer focused environment.
4. Be able to convey information to meet the needs of our customers positively and clearly. The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.
5. Work alongside the social care teams to provide a safe working environment for staff and customers.
6. Be able to diffuse Anti-Social behaviour should it occur in the reception and work in accordance with both Use of Force Policy and SIA guidelines this includes the wearing of PPE.
7. Be able to quickly triage social care clients and direct them to the best route to access services, this will be for both adult and children's clients.



8. Manage the goods inwards deliveries and record with delivery log when required.
9. Provide immediate response to Fire alarms and carry out the role of Staff Controller
10. Liaise directly with the probation service and provide immediate response to violent incidents.
11. Create ID cards using Paxton Net2 software and undertake training to reach required standard.
12. Carry out duties of a building first aider.

There is no closing date - we will shortlist as the advert goes along. We may close the advert early if we receive enough suitable applications

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

This role is eligible for a DBS check and the DBS have published a privacy notice to ensure individuals are fully informed of the use of their personal data; their rights and that Portsmouth City Council are meeting the necessary requirements when submitting DBS checks. It is important that you read and understand this privacy policy before any application is submitted to the DBS.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.