

Employability Checklist

Job Title
Security Officer
Work Activities
<ul style="list-style-type: none"> ▪ Able to communicate effectively with internal and external customers – reception duties; receive/make telephone calls; use a radio; write reports ▪ To conduct security and safety patrols – patrolling buildings to check fire, flood and security hazards. ▪ To deal with security emergencies – fire and intruder alarm activations; bomb threats; evacuations; accidents; liaise with emergency services ▪ To conduct searches of premises, people and vehicles – gaining co-operation; acting impartially; being observant, thorough and meticulous
Skills
<ul style="list-style-type: none"> ▪ To be a good communicator – able to interact with a wide range of people ▪ Communication in English, both oral and written is an integral part of the SIA competencies for licensing – able to write legible and detailed reports and read instruction manuals; able to issue clear instructions in an emergency and to be easily understood in face to face and telephone conversations. ▪ To have a good eye for detail – observant and conscientious
Behaviours
<ul style="list-style-type: none"> ▪ To act with honesty and integrity – will be entrusted with valuable property ▪ Able to work on own initiative - without direct supervision; able to make decisions ▪ Able to deal with people impartially – must not become over-friendly with staff ▪ Happy to work alone if required – may be the only person in the building ▪ Ability to remain calm in an emergency – will be a focus point in any emergency
Attitudes
<ul style="list-style-type: none"> ▪ Non-aggressive and approachable – not authoritarian or confrontational ▪ Flexible approach to work – may be require to work shifts, nights, weekends ▪ Confidence in handling confrontational situations – a measured and calm manner
Teamwork Skills
<ul style="list-style-type: none"> ▪ Considerate of the welfare and safety of others: ability to recognise and reduce health, safety and security risks; possibility of working with others in hazardous situations: must therefore recognise how actions may impact upon the safety of others. ▪ Must contribute to the team by sharing information and knowledge: responsible for briefing relief officers at shift changeovers, recording and relaying information and coaching new members of the team. ▪ Respectful of people's diversity and individual differences: will be working with a wide range of people from various backgrounds ▪ Able to lead or support the team when appropriate: make a positive contribution to team performance; recognise and utilise the strengths of others for the benefit of the team.

These materials have been developed by **Skills for Security** in conjunction with employers from the sector and additional materials to support the training programme are available by contacting the Customer Services Manager by e-mail: info@skillsforsecurity.org.uk or telephone: 08450 750111.