



Job Description

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St. Helens Council

Post:	Security Coordinator
Post Number:	PED158
Department:	Place Services
Grade:	SCP 14 – 17 (exclusive of shift and weekend allowance)
Responsible to:	Deputy Head of Security

Purpose of the Post:

The post holder would be responsible for the undertaking of administrative, financial and operational processes with the Security Section.

To operate an annualised hours system of shift working.

Duties and Responsibilities:

General Duties

1. To undertake security control room duties, reception duties and provide advice and guidance to visitors e.g. members of the public, service users etc. In addition operate / control electronic access control barrier system.
2. To undertake the supervision of designated staff e.g. security officers. Assist in the monitoring of allocation of work, including training as appropriate and inducting new employees.
3. To provide advice and guidance to staff and others to undertake administration procedures.
4. To prioritise own workload, work to pre-determined deadlines and to comply with relevant legal requirements.
5. Monitor alarm handling software system via P.C. Adhering to set procedures in relation to fire alarms, panic alarms and intruder alarms.
6. Operate weighbridge system ensuring all legal, financial and Trading Standards procedures are followed at all times.
7. To be responsible for the issue, receipt and inventory of keys (premises and vehicles), radios and torches.
8. To be responsible for initiating the Council's response to the Major Emergency Plan.



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9. To undertake operation of all Closed Circuit Television (CCTV) equipment to ensure compliance with Data Protection, Human Rights Act and the Regulation of Investigatory Powers Act.
10. To deal with general correspondence and enquiries, and where appropriate refer more complex matters to supervisors.
11. In accordance with service standards respond to enquiries, both verbal and/or in writing, from a wide range of contacts.
12. To manage the upkeep of manual records and the inputting of computerised records and filing systems.
13. To complete forms, returns, documents etc, including those to outside agencies

Resources

14. To operate office equipment e.g. photocopier, scanner, shredder, Computer etc.
15. To participate in all aspects of training and development.

To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.

To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.

To comply with the Council's Information Management Framework (including the Data Protection Policy, Code of Practice and Social Media Policy).

This post is not subject to enhanced disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

Date Prepared: 08 June 2016

Date Updated: 09 June 2016

Date updated : April 2018