Person Specification

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St.Helens Council

Job Title: Security Officer

Knowledge	E = Essential D = Desirable	Identified by
Basic knowledge or experience of security, including alarm systems.	E	Application / Interview
Basic knowledge of record keeping.	E	Application / Interview
Basic knowledge of St. Helens locations / streets.	D	Application / Interview
Health and Safety Legislation.	D	Application / Interview
Skills and Abilities	**E = Essential D = Desirable**	**Identified by**
Effective communication skills with the ability to use a variety of communication systems.	E	Application /Interview
Ability to communicate effectively both verbally and in writing.	E	Application / Interview
Ability to work effectively as part of a team and also to work on own initiative.	E	Application / Interview
Administration skills including completion of routine paperwork and occasional report writing.	E	Application / Interview
Ability to respond to customers courteously and helpfully.	E	Application / Interview
Ability to recall and relay information accurately.	E	Application / Interview
Observation skills with the ability to respond effectively to different situations.	E	Application / Interview

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Experience	E = Essential D = Desirable	Identified by
Working within the security industry.	E	Application / Interview
Experience in dealing with difficult situations.	E	Application / Interview
Experience of working as part of a team.	E	Application / Interview
Experience in operating radio communication systems.	D	Application / Interview
Qualifications	**E = Essential D = Desirable**	**Identified by**
A good standard of numeracy and literacy.	E	Application / Certificates
A licence issued by the Security Industry Authority.	D	Application / Certificate
Other Circumstances	**E = Essential D = Desirable**	**Identified by**
Ability to work a 24 hour shift rota, including weekends.	E	Application / Interview
Flexible / adaptable approach to working shifts.	E	Application / Interview
Ability to be actively mobile and carry out the physical requirements of the role (i.e. manual handling).	E	Application / Interview
Full Driving Licence.	E	Application / Interview
Ability to undertake Emergency First Aid.	D	Application / Interview
An ability to fulfil all spoken aspects of the role with confidence through the medium of English.	E	Interview