

BLLENHEIM

JOB DESCRIPTION

Job Title: Security Officer

Reports to: Security Supervisor
Staff reporting to this post: None

Location: Palace

Summary of role:

The primary responsibility of the Blenheim Palace Security Officer is to apply, under the direction of the Security Supervisor, all available resources to ensure the safety and security of all people, assets, sites and business activities associated with Blenheim Palace operations. The Security Officer will deliver a first-class security service to prevent any potential criminal intent directed towards Blenheim Palace.

Day to Day Responsibilities

The Security Officer will be required to undertake the following, including but not limited to:

- Proactively and reactively use the CCTV system to monitor, investigate and proportionately respond to any event which may impact Blenheim Palace operations
- Monitor the security and life safety systems (intrusion detection system, fire detection) responding to and reporting any activation accordingly. Ensure any systems faults are reported immediately to the Security Supervisor
- Escalate to the Security Supervisor and / or appropriate authority any instances which could impact operations, safety and security throughout the duty period including maintenance issues, fire, medical emergencies, suspicious, anti-social, criminal or terrorism related activities
- Liaise with Alarm Receiving Centre Operators, Senior Management Team members, and emergency responders as required or where directed
- Coordinate resources where required or as directed to do so by the Security Supervisor, Head of Security, member of the Management team or emergency services
- Maintain access control to the site, screening for all non-authorized visitors using systems in place
- Utilise the Company issued communications equipment to engage with deployed Operations teams
- Conduct a combination of foot and vehicle patrols to maintain a continual presence around the main Palace areas responding appropriately and proportionately to any unauthorised, suspicious, or malicious activity.
- Upon detection, proactively challenge all instances of potential / actual unauthorised access to deter, delay, deny malicious activity
- As directed, and to support wider criminal and counter terrorism initiatives, undertakes personnel and vehicle searches in accordance with Company Assignment Instructions

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- Manages the Key Holding ensuring all keys are signed out / in at all times
- Completes all operational documentation as required
- Maintains all equipment assigned reporting any faults or deficiencies immediately
- Ensure the serviceability of the vehicles assigned for security vehicle patrolling activities, completing all relevant documentation as directed and / or required

Skills & Knowledge:

- SIA Door Supervisor licence (advantageous)
- SIA Public Space Surveillance CCTV licence (beneficial)

Person Specification:

- Aged 18+
- Full / clean UK driving licence
- Previous Military, Police or security guarding experience (beneficial)
- High level of physical fitness to deliver an extensive patrol requirement
- High level of personal and professional standards
- Impeccable interpersonal and communication skills
- Excellent command / highly proficient in spoken and written English
- Ideally live within appropriate commuting distance of Blenheim Palace
- Prepared to support team absence / holidays potentially at short notice where required