

Estate Security Officer

The Honourable Society of the Middle Temple – City of London

Permanent – Full Time (42 hours a week, 4 days on, 4 days off rota 08.00-20.00 or 20.00 to 08.00)

Circa £20k plus excellent benefits

The Inn

The historic Middle Temple is one of the four Inns of Court which have the exclusive right to call men and women, who have completed the necessary academic qualifications, to the Bar of England and Wales. This entitles them, after a period of pupillage (vocational training) to practise as Barristers. As well as calling men and women to the bar, Middle Temple is a members' organisation for barristers and provides them with various services and resources including catering and events, a library, training and accommodation (business and residential).

The role

We are looking for a pro-active Estate Security Officer to ensure our premises are safe and secure at all times. You will be expected to deal with security problems, monitor CCTV cameras, undertake foot patrols of our large site and escalate security issues appropriately. The role involves interacting with people at all levels of the legal profession, from student members to senior members of the judiciary.

Requirements

The successful candidate will have:

- A valid SIA door supervisor licence
- A friendly and professional manner with excellent communication skills
- Working knowledge of security systems, CCTV, access control and intruder and fire alarms
- Proven experience of dealing with members of the public
- Proven experience in a similar role
- A flexible approach and a positive attitude
- The ability to work effectively as part of a team

For further details on the requirements of and for the role please see the attached job description.

Benefits

Excellent benefits include a generous pension scheme, complimentary lunch when Hall is open, private medical and life cover as well as a generous leave allowance.

How to apply

If you wish to apply please send your CV and a short covering letter explaining why you would like the job to recruitment@middletemple.org.uk. The closing date for applications is **6 December 2015**. Middle Temple is an Equal Opportunities employer.

The Honourable Society of the Middle Temple

Position title:	Estate Security Officer
Reporting to:	Security/Front of House Manager
Tenure:	Permanent
Responsible for:	Security of the Middle Temple
Key Objectives:	Ensure the premises are secure and safe at all time, dealing with all matters, reporting and escalating issues appropriately.
Hours:	Full time rota system. 12 hour shifts from 0800 – 2000, 4 days on, 4 days off.

About Middle Temple

Middle Temple is one of the four Inns of Court which have the exclusive right to call men and women to the Bar, i.e. to admit those who have fulfilled the necessary qualifications to the degree of Barrister-at-Law, which entitles them, after a period of pupillage (vocational training) to practice as Barristers. The Inn holds numerous events and functions throughout the year and is also available for private hire.

About the Security Department

Middle Temple has a dedicated team of in-house Security personnel, led by the Security & Front of House Manager. The Security & Front of House Manager in turn reports to the Director of Estates who runs the Estates Department.

The Security team work a roster, 4 days on 12 hour shifts, from 0800 – 2000 or 2000 – 0800, followed by 4 days off shift. This roster is a rotating 4 on, 4 off with the expectation that you will be alternating from days to nights. This roster continues for 365 of the year, including ALL Bank Holidays. The holiday entitlement for the role will include an allowance for working Bank Holidays. Overtime opportunities are available.

This role is vital to the security of the Middle Temple estate which incorporates a large number of heritage buildings housing barristers' chambers, residential units, an Elizabethan Great Hall and Temple Church. Extensive site wide network installations are in place for CCTV coverage, proximity card access, intruder alarms and fire detection systems, and you would be expected to become familiar with all of these, as well as conduct regular security patrols of the Estate.

Main duties and responsibilities are:

1. Carry out security duties as directed by the Security & Front of House Manager. These include regular site patrols, staffing of fixed points, monitoring of CCTV and other systems, and responding to intruder and fire alarms.
2. Provide a strong, reassuring and friendly point of contact for professional and residential tenants, Middle Temple staff, and the public.
3. Answer calls to the Middle Temple Security telephone number promptly and politely, and respond immediately to requests for assistance.
4. Respond to incidents and emergencies calmly and professionally, using good judgement, knowledge of law and Inn procedures to bring them to a successful conclusion.
5. Remove persons not permitted on site from the premises in a professional manner.
6. Liaise with emergency services.
7. Enforce parking, contractor and other security-related policies as required.
8. Complete logs and maintain accurate records as required.
9. Report faults in security and other systems, and use professional judgement to mitigate those faults.
10. Participate in fire evacuation and other exercises as required.
11. Maintain confidentiality.
12. Report anything that could be considered as a compromising security to the Security & Front of House Manager.
13. Proactively preserve the peace, safety and dignity of the Middle Temple.
14. Assist Front of House officers with events at Hall/Bench apartments.
15. Undertake other duties that may reasonably be required by the Security & Front of House Manager or senior Middle Temple manager that are within the competency of the Security Officer.
16. Undertake other duties that may be required from time to time.

Person specification: Estate Security Officer

	Essential	Desirable
Qualifications	<p>Current SIA door supervisor licence.</p> <p>Current Emergency First Aid at Work or higher qualification, or willingness to undertake such training.</p>	<p>Fire training.</p> <p>AED training.</p>
Background/Experience	<p>Corporate security experience.</p> <p>Experience and working knowledge of CCTV, access control, intruder alarms and fire detection network systems.</p>	<p>Experience of working on a rotating day/night shift system</p> <p>Experience working on a large estate.</p> <p>Experience working with VIP stakeholders.</p>
Skills	<p>Proficiency in Microsoft Word, Outlook.</p> <p>Good verbal communication and interpersonal skills.</p> <p>Good written communication skills.</p>	
Personal Qualities	<p>Physically fit to carry out patrols and sitting/standing duties over a 1.5 mile site over a 12 hour shift, and respond quickly to emergency situations.</p> <p>Smartly presented.</p> <p>Proactive and able to show initiative.</p> <p>Able to remain calm and react appropriately to emergency situations.</p> <p>Able to carry out instructions effectively, and give instructions and reports clearly.</p> <p>Able to work independently over extended periods.</p>	