



## **Job Description- April 2019**

**Job Title:** Security Officer **Grade:** A

**Department:** Security and Resilience

**Reporting to:** Head of Security and Resilience

**Head of Department:** Head of Security and Resilience

### **Introduction to working at St Paul's Cathedral**

St Paul's draws together a very diverse set of activities, projections and aspirations. It is the Cathedral of the Diocese of London and the seat of its Bishop, a national church and an international spiritual focus, a space for worship and holiness, a place of debate and challenge, an icon of resilience in the face of adversity, an architectural heritage centre, a partner in the City of London, and a commercial enterprise. In addition to holding four services every day (five on Sundays), St Paul's is open for sight-seeing six days a week, and in 2018 welcomed over 850,000 paying visitors.

### **Our Mission Statement**

St Paul's Cathedral seeks to enable people in all their diversity to encounter the transforming presence of God in Jesus Christ.

### **Our Vision**

- St Paul's is seen primarily as a living Christian Church
- We will be a centre for welcome, worship and learning, and through our care and imagination, will inspire successive generations to engage with the richness of the Christian faith and its heritage.
- Working with the Bishop and Diocese of London and the wider Church, we will be a spiritual focus for people across London, the nation and a broader international audience.
- Our work will promote dignity and justice for everyone

## **Our Values**

**Welcome** – we all offer a warm inclusive welcome to everyone: our colleagues, volunteers and each and every visitor

**Responsible** – we are all responsible for each other and for part of the whole of the Cathedral's work, not the whole of a part

**Effective** – we are professional and do what we say we are going to do

**Nourish** – we have a learning culture, not a blame culture

## **Purpose of the Job**

To provide an effective security presence within St. Paul's Cathedral and the Cathedral grounds, and to provide an effective response to security incidents in the context of the Cathedral. The Canon Treasurer is the Chapter member with responsibility for this area of work.

## **Key tasks**

### **Security Duties**

- Maintain a presence in the Security Control Room and control access to the premises
- Deal with all callers and visitors efficiently and provide excellent customer service
- Monitor the Cathedral Diary so as to be able to help visitors to the site
- Monitor CCTV and take prompt and effective action
- Sign in visitors and issue passes
- Issue keys to authorised persons
- Maintain radio contact with staff in the Cathedral and the Undercroft
- Supervise parking in the Undercroft and on the North side of the Cathedral
- Unlock the chain barrier in St Paul's Churchyard for authorised vehicles as required
- Lock gates of Cathedral grounds at 4 pm (in winter only)
- Conduct patrols within the Cathedral and around the external environs
- Provide a high visibility presence to reassure visitors and to deter, disrupt and detect criminal activity, disorder and hostile behaviour

- Liaise with police, local businesses, and monitor media, to provide an appropriate response to local crime or terrorist threats
- Effectively deal with incidents which may impact on the safety and security of the Cathedral
- Conduct an initial assessment and investigation of such incidents and report to Head of Security and Resilience and emergency services when required
- Conduct searches of persons at points of entry into the Cathedral when required
- Monitor Cathedral and associated buildings for signs of recent damage or insecurity and report to Clerk of Works/Head of Security and Resilience as appropriate

### **Emergency Duties**

- Monitor the fire and burglar alarms, cancelling and disabling (after training) the systems when appropriate
- Assist Virgers and Visits and Admissions teams to evacuate or invacuate the Cathedral in an emergency
- Act as point of contact for London Fire and Rescue Service, London Ambulance Service, City of London Police, and staff dealing with emergencies within the Cathedral
- Summon emergency services if so requested
- Ensure no re-entry to site during emergency situations

### **Deliveries**

- Check and sign for all deliveries to the Undercroft
- Notify recipients of goods whenever a delivery has taken place

### **Administration Duties**

- Monitor and action Security Control Room emails
- Prepare and complete incident reports as required

### **Miscellaneous Duties**

- Assist in maintaining no-smoking and housekeeping discipline to comply with Health & Safety requirements
- Deliver the post bag to Reception and milk to the Chapter House basement kitchen

- Replace drinking water bottles in dispenser as required
- Act as a contact point for staff and volunteers
- Any other appropriate duties the line manager, senior management or Chapter may occasionally request

*The job description is an operational document that does not form part of your contract of employment. It may be that from time to time you are expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day to day performance of your duties. St Paul's Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.*

## **Person Specification**

### **Essential**

- Effective communication skills both verbally and written (literacy skills)
- Ability to work both independently and as part of a team
- Possess excellent customer service skills and demonstrate the ability to make good judgements and achieve the right balance between security and customer service/visitor welcome at the Cathedral.
- Willing to be flexible and adaptable in terms of occasional changes to hours of duty and necessary changes in working practices
- Honesty and integrity
- Sufficient IT skills to be able to make written reports in Word, maintain effective records as required, and operate the security equipment (CCTV/alarms etc.)
- Physically fit and have the faculties to be able to conduct effective observation, monitoring and responses
- Has a basic knowledge of criminal and civil law and how this relates to the security industry
- Be knowledgeable in general security roles, patrols and types of incidents that may occur
- Willingness and ability to undertake required security training, including Cathedral Constable training and the capability to achieve the SIA Door Supervisor certificate if not already held
- Be willing to conform to dress code in place and wear the uniform provided

Desirable

- Previous experience of being a security officer or holding a valid SIA licence is desirable but not essential

The successful candidate will be in sympathy with, and in their work support, the Christian aims and mission of St Paul's Cathedral.

Applicants must have the right to work in the UK.

## **Main Terms of Employment**

**Salary** £21,944 per annum

**Hours of Work** Full-time: 40 hours per week, working 5 days per week according to the rota, with the requirement to work alternate weekends. The core hours are 09:00 to 17:30 with a 15 minute paid break in the morning and afternoon and an unpaid lunch break of 30 minutes. Although these are the core hours it may be necessary to vary them with adequate notice. Paid overtime is also available for additional hours worked.

**References and DBS** Appointment is subject to satisfactory references and a Basic Disclosure from the Disclosure and Barring Service.

**Probationary period** 3 months

**Life Assurance** A Life Cover scheme is in operation.

**Pension** The Cathedral has a Group Personal Pension Scheme, with employer and employee contributions.

**Holiday** 25 days per annum plus eight statutory holidays.

In order to apply, please visit [www.cofepathways.org](http://www.cofepathways.org)

The closing date for applications is Monday 7<sup>th</sup> October 2019

Interviews will take place on Thursday 17<sup>th</sup> October 2019

We encourage applications from women, who are currently under represented in this part of the St Paul's Cathedral.