

## Role summary

The role will be responsible for the security operation at Foster + Partners ("F+P"), including security/reception duties, patrolling Foster + Partners' offices and external areas around the various buildings. In addition, the role will provide a Porter service and comply with all procedures relating to the residential building in the absence of the porter. The role will ensure that the integrity of the security service is not compromised, particularly at handover times

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## Role definition

**Job Title:** Security Officer (Night Shift)

**Reporting to:** Security Manager on a day to day basis  
and ultimately to the Head of Facilities

## Responsibilities

- To provide a professional courteous front of house service on behalf of the company
- To conform to all duties and instructions in the assignment instructions and as set out by the Manager
- Communicate regularly with the Security Manager and ensure they are fully aware of all activities affecting the Security Team and the residential building (Riverside 1)
- To ensure that all contractors working for the Company, The Landlord or the Managing Agent are booked in with the Security Team and the Building Manager is aware of their presence
- To monitor the CCTV system at all times
- To report and react to any suspicious activities
- To patrol all premises internally and externally regularly and assist with the residential building wherever necessary
- Control day to day Management of on-site car parking facilities
- Manage the issue of all building keys
- Be part of Emergency Control (EmCon) Plan as necessary in order to ensure the safe evacuation of all staff and visitors
- Maintain a shift log, recording all incidents of note for the attention of the Manager
- Carry out duties at the residential building as and when required
- To comply with Foster+Partners procedures and manual/assignment instructions
- Thorough knowledge of and compliance with F+P procedures and standards
- To contribute, or otherwise assist as required

## Qualities and skills required

- Able to demonstrate ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- Current SIA licence
- Required to work night shift (7.00 pm to 7.00 am, 4 on/4 off rota basis) Shifts are a rolling programme and therefore weekend and bank holiday working is an integral component of the roster

- Computer literate (able to use Outlook, databases, access company intranet)
- Knowledge of electronic security systems and an understanding of protective security measures
- Must be vigilant
- Excellent communication skills
- Ability to demonstrate exceptional levels of customer service at all times
- Fluency in English, both spoken and written
- Excellent documentation skills
- Immaculate appearance at all times
- Able to work additional hours to cover extra shifts/hours as required
- Flexible to work in other London locations as required
- Must possess a high degree of integrity, honesty and trust
- Must be able to follow instructions
- Able to manage sensitive and sometimes confidential information
- Assertive, calm and reliable under pressure
- Good interpersonal skills and able to work independently and as part of an effective team
- Excellent organisational skills
- Self motivated and able to take responsibility
- Able to build good relationships at all levels, internally and externally

### **Desirable**

- First Aid at Work Certificate

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.

July 21