

**Job Profile**  
**Building Security Assistant**

**Job Purpose:** Responsible to the Head of Visitor Experience and or Facilities, the post holder will operate within a Security Team and ensure an adequate security function is in place at the BALTIC site on a 24-hour basis.

**Key Outputs and Accountabilities**

To provide security service to the BALTIC building including the monitoring of CCTV system, intruder alarm system, building management systems and life safety systems.

Control entry and exit of all non-public attendees at BALTIC and assist Baltic staff with access as and when required.

Control goods & deliveries inwards/outwards at BALTIC for the whole organisation including Six restaurant.

To maintain a log of all incidents, including daily record sheets and provide written and verbal reports to Head of Visitor Experience and or Head of Facilities.

To provide an excellent level of customer service welcoming and assisting onsite visitors/contractors & staff, ensuring sign in and out.

To provide an excellent level of customer service in supporting the car park, dealing with visitor enquiries and controlling access entry & egress.

To report and flag issues for maintenance to Facilities team.

To perform site checks in order to achieve the highest level of security for the site, being responsible for the locking & unlocking of galleries, cores and areas for a busy, multi-use site.

To support the safe emergency evacuation of public, staff and onsite visitors/contractors out of hours between 18:15-9:00.

Any other duties as may be required to ensure that security of BALTIC site is safely maintained.

**Person Specification**

Essential

2 years relevant experience in a security environment.

Knowledge of modern building management systems.

Knowledge of the Data Protection Act 1988, in relation to CCTV.

Excellent customer care skills.

Excellent communication skills.

Excellent team working skills.

Ability to travel to site for shift times.

Ability to lone work.

Desirable

First Aid Qualification.

Experience of managing a team.

Hold a valid SIA (Security Industry Authority) licence.

**Reports to:** Head of Visitor Experience/Facilities

**Direct reports:** None

**Pay Band:** Band E

