

Portland Harbour Authority – Person Specification

POST

POLICE SUPPORT OFFICER

	ESSENTIAL	DESIRABLE
<u>Qualifications</u>	Good standard of oral & written English	SIA qualified
<u>Experience</u>	Experience in Security or Policing within the public or service environment	Knowledge of Loss Prevention and Personal Safety techniques Presentation of evidence in a formal environment; Person/vehicle searching skills
<u>Specialist Skills and knowledge</u>	Good customer care skills	Current First Aid certificate VHF Marine Radio certificate Knowledge of ISPS Code & Port Security Regulations Knowledge of Maritime Security/operations Knowledge of CCTV Systems

<p><u>General Skills and Abilities</u></p>	<p>IT literate with a good understanding of Microsoft Office; Excellent communication skills, both written and verbal; Good time keeping; Proven track record of working well on own initiative and as part of a team</p>	<p>Administrative skills;</p>
<p><u>Physical/Circumstances</u></p>	<p>Physically fit in accordance with occupational health requirements, capable of carrying out foot or mobile patrols of the estate; Current valid UK driving licence; High standard of personal presentation; Able to exercise discretion & maintain confidentiality; Flexible approach to shift working; Commitment to high standards;</p>	
<p><u>General Comments</u></p> <p>The candidate's appointment will be subject to successful references, medical, fitness test, security clearance and DBS Check. Successful candidates will be expected to complete a skills portfolio. Although training is provided and ongoing, success is dependant upon the efforts of the individual. You will be expected to contribute fully to the objectives of Portland Port Security Team and Portland Harbour Authority Ltd.</p>		