

**1. POSITION:**

SECURITY OFFICER

**2. BASIC RESPONSIBILITIES:**

To provide security of the property owned by Portland Harbour Authority Limited under the work directions of Portland Harbour Authority Limited's Police and Security Manager.

**3. WORKING RELATIONSHIPS:**

Report to the Police and Security Manager Portland Harbour Authority Limited, or it's successors in title, or in his absence, directly to the Landside Services Manager.

**4. GENERAL DUTIES AND RESPONSIBILITIES:**

- 1) Carry out all required duties relating to the maintenance of security and safety of all persons and property entering or within Portland Port over a 24-hour period, within a structured shift pattern, these duties will include, but will not be restricted to;
  - i) Monitoring access control to the Port estate at the Gate House by conducting security checks and recording details of all visitors to the port in accordance with Company procedures.
  - ii) Working at any Security Control point as directed by the line manager to assist with needs of the business.
  - iii) Monitor, record and report any breaches of security or contravention of any offence, regulation, byelaw or other legal requirement placed on the Port by any statutory body.
  - iv) Carry out administrative tasks and duties as required.
  - v) Monitor and operate the Port CCTV system as required.
- 2) To have a good working knowledge of the International Ship and Port Facility Security Code (ISPS).
- 3) Obey all company Standing Orders, Harbour Bylaws, Acts and Orders, Safe Systems of Work and other relevant Portland Harbour Authority Limited work procedures and methods.
- 4) Familiarise yourself with, and work at all times within, all relevant Health and Safety legislation, Company Safety Policies, Rules, Regulations or Systems of Work, and other relevant Health and Safety Approved Codes of Practice whenever and wherever appropriate. This to include, but not to be limited to work, duties and responsibilities covered by: -
  - i. The Port Security Regulations 2009
  - ii. The Docks Regulations 1988
  - iii. The Health and Safety at Work Act 1974 and it's various

- amendments.
  - iii. The Offices, Shops and Railways Premises Act 1962.
  - iv. C.O.S.H.H. Regulations.
  - v. The Merchant Shipping Regulations (various).
  - vi. The Dangerous Substances in Harbour Areas Regulations 1987.
  - vii. Legislative/operational requirements of H.M. Customs and Excise, Port Health Authority, Special Branch, Police and other Emergency Services.
  - viii. The Portland Harbour Revision Order 1997
  - ix. National Occupational Standards for Port Security Operations.
  - x. All other legislative requirements relevant to Port, Shipping and Land Estate operations, construction or demolition, maintenance and repair of the Marine and Dock infrastructure, plant and equipment.
- 5) In the performance of all duties, tasks and responsibilities in 1) to 5) above wear and use all appropriate safety equipment.
- 6) Security Operators are required to wear the appropriate Company Uniform at all times whilst at work.
- 7) In the event of an emergency, carry out work and duties in connection with the Emergency Plan and/or the Oil Spill Contingency Plan as directed by the Incident Command Team.
- 8) Work in close co-operation with other Langham Industries Group Companies or Portland Harbour Authority Limited's parent, subsidiary or associated companies.
- 9) Undertake Security Services to Portland Harbour limits, Land Estate and operational areas, these to include marine security duties, if required.
- 10) Undertake all work, duties and responsibilities in 1) to 12) when working at locations outside Portland Harbour limits, Land Estate and operating areas.
- 11) Undertake such duties, perform work, and act in such capacities as determined and deemed appropriate from time to time as directed by the Line Manager or his appointed Deputy.
- 12) Undertake such duties, perform work, and act in such capacities as defined in this job description and Contract of Employment when performing work directly for, on behalf of, or in association of the following Portland Harbour Authority Limited parent, subsidiary or associated companies:-
- i. Portland Harbour Authority Limited
  - ii. Portland Harbour Authority Limited
  - iii. Any other Portland Harbour Authority Limited's parent, subsidiary or associated company.