



**JOB DESCRIPTION (JD)
AND JOB
SPECIFICATION (JS)**
Standard Template

JOB TITLE:	Security Assistant		
GRADE:	Scale 3	SERVICE AREA:	Economy & Environment
REPORTS TO:	Head of Technical Services	LOCATION:	The New Art Gallery Walsall
SPECIAL CONDITIONS:	This post requires regular weekend working. Some evening and occasional bank holiday working will also be required. Some compulsory overtime is required for emergency call outs.		

1. Main purpose of the role:

To provide support to the security operations of The New Art Gallery Walsall, ensuring the care, safety, and security of the premises, the assets contained within it, the public, staff, and other visitors.

2. Role specific duties and accountabilities:

- To follow scheduled work rotas and working procedures, as instructed, in order to facilitate the security duties required of the building.
- To securely open up and lock down The New Art Gallery, with particular attention paid to intruder alarms, and fire safety systems, and act as a key holder for the site.
- To perform and document the required opening checks of the site.
- To ensure the Gallery is ready for the public at opening times and to ensure the public have been cleared from the building at closing times.
- To ensure availability for out-of-hours callouts as required, and to attend site to investigate any issues as appropriate.
- To maintain good organisational order of the Control Room, and be mindful of associated security issues regarding access to this area.
- To ensure access to site by sub-contractors, artists, freelance staff, volunteers, and others, as well as any out-of-opening-hours access, is suitably monitored and recorded.
- To securely distribute keys and fobs as required for access, and to maintain records associated with use.
- To securely distribute staff radios, and to ensure units are charged overnight.
- To monitor the site via CCTV, and review footage in response to incidents.
- To monitor the town centre radio link, and respond to messages as appropriate.
- To patrol the building and to monitor the safety of visitors, and respond to any security incidents involving anti-social behaviour, damage, smoking or drug-use, or other comparable issues, as required.

- To provide assistance to the Front of House operations as required, including invigilation of gallery spaces, and providing cover to facilitate periods of rest for Gallery Assistants.
- To invigilate gallery spaces appropriately, in a way that focuses on enhancement of visitor enjoyment, and to follow procedures as described by the Front of House team, ensuring that exhibitions are suitably cared for, and that visitors do not touch displays.
- To promptly report any issues concerning health and safety, site damage, or changes to the condition of exhibition displays to the Duty Officer, or Head of Technical Services.
- To remain vigilant in monitoring the security requirements of any works of art held or displayed within the building.
- To assist in the monitoring of deliveries and collections (eg of goods, artworks etc) through the Loading Bay and other entrances, and to ensure the relevant staff are informed.
- To monitor vehicles at the Loading Bay, and liaise with parking services as required.
- To respond to emergencies and security incidents under the supervision of gallery management. Assisting with emergency evacuation procedures and operating security systems appropriate to these duties including acting as fire warden when required.
- To assist in the undertaking of light cleaning duties, including recycling, and day-to-day tidying throughout the building.
- To assist in setting up facilities, as required, for functions, exhibition previews, corporate entertaining, conferences, education events, receptions and special events at The New Art Gallery, and in putting away facilities at the end of the events.
- To perform any other duties commensurate with the post as requested by gallery management staff.

3. Corporate duties and accountabilities:

- The post holder will comply with, and promote, the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within their areas of responsibility.
- The post holder will comply with, and promote, the Gallery's Environmental policy, and work to ensure that environmental awareness and responsibility is implemented effectively within their areas of responsibility.
- Through personal commitment and clear action, the post holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



JOB TITLE: Security Assistant	GRADE: Scale 3	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: refer to corporate behaviours document		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	I	3
Abilities/Skills:		
An understanding of security issues associated with care of a building and its assets	A/I	3
An understanding of security issues and safeguarding associated with visitors to the building	A/I	3
An understanding of the principal health and safety requirements associated with a public building	A/I	3
Flexible, reliable, practical and resourceful	A/I	3
An ability to respond calmly and professionally in challenging situations.	A/I	3
An ability to prioritise efficiently, time manage, work to deadlines and respond positively to line management direction	A/I	3
An understanding of the importance of team work as well as the ability to work on own initiative	A/I	3
Good communication and interpersonal skills	A/I	3
An ability to perform basic administrative tasks, and to be IT literate, with the ability to use basic office equipment.	A/I	2
An understanding of the need to adapt behaviour and language as appropriate for the individuals you are working with, and to be empathetic and sensitive to different people's needs.	A/I	2

An understanding of the role of a Gallery in presenting art to the public, and an interest in art		A/I	2
Other Essential Requirements			
An awareness of, and commitment to, equality of opportunity		A/I	3
Awareness of, and commitment to, confidentiality and handling data		A/I	3
To hold a current SIA licence.		A/I	2
Prepared by:	Kevin Storrar	Date:	03.11. 2021