

Security/Control Room Operative

Job Purpose

We are seeking a professional control room operative to join our expanding team within a newly built prestigious development in Mayfair, London.

The successful candidate (SIA trained) will be responsible for maintaining the day-to-day security requirements and maintain high standards of professionalism at all times.

This is a full-time role, working 4 on 4 off rotation of days (07.00 – 19.00hrs) & nights (19.00 – 07.00hrs).

We offer a competitive rate of pay and you will be entitled to 28 days holiday per annum, including bank holidays.

Key Responsibilities

- To monitor the CCTV, fire, and security systems, ensuring that all security processes are adhered to
- Ability to work using your own initiative and manage team members where required
- To ensure that all incidents are managed and responded to
- Ensuring that the Estate remains safe and secure at all times
- Ensure that all incidents are reported and responded to correctly and incident reports completed where required.
- Provide a consistent professional service at all times
- Maintain a high security awareness at all times
- Ensure no unauthorised persons allowed within prohibited areas including Control Room
- Key Management
- Ensure radios are fully charged and booked out correctly
- Proficient use of relevant communications equipment will require candidate to have good communication skills
- Ensuring all H&S policies are adhered to

Person Specification

- Professional, highly driven, flexible, enthusiastic, proactive, self-motivated team player
- Smart and confident
- Previous experience in a CCTV position is beneficial
- Have an ability to deliver succinct and clear verbal and written reports where necessary
- Demonstrate reliability including the ability to deliver high standards of both punctuality and attendance in order to ensure team effectiveness and availability
- Excellent interpersonal skills and the ability to interact with people at all levels
- Immaculate presentation
- Clear, concise and confident communication skills
- Maintain and practice a high degree of confidentiality at all times

- Computer literate and good communication skills, both written and verbal
- Able to be vetted back 5 years or since leaving compulsory education
- Provide support to the wider team when required
- CCTV licence preferred but training can be provided
- SIA licence

If you are interested in applying for the position please e-mail your CV to catreona.archibald@romaproception.com