

JOB DESCRIPTION

Post: Residential Security Warden	Analyst:	Caroline Keenan-Jackson Director of Housing & Corporate Services
Date: December 2023	Department:	Housing Department
1. <u>JOB DETAILS</u>		
a. Responsible to:	Housing Manager	
b. Responsible for:	N/A	
c. Working hours:	16 hours per week on a flexible weekly rota, evenings, and weekend evenings.	
d. Wage level:	£11.50 per hour	
e. Experience:	Good interpersonal and communication skills, both verbal and written	
2. <u>JOB SUMMARY</u>		
To provide mobile security to a number of designated sites across NB Housing apartment stock in North Belfast.		
3. <u>KEY TASKS</u>		
3.1	To ensure the apartment building, is secure by patrolling property, monitoring CCTV equipment and inspecting buildings, equipment and access points.	
3.2	To monitor tenants or their visitors who are behaving in a socially irresponsible manner and appropriately manage the situation	
3.3	To restrict access of visitors to premises who are not authorised to be on site.	
3.4	To be aware of, and adhere to, the procedures for dealing with breaches of security.	
3.5	To provide a written report to the housing officer/manager detailing any anti-social behaviour and actions taken to resolve.	
3.6	To contact PSNI in the event of serious disruption to the safety of, tenants, visitors, contractors, or self, etc.	
3.7	To carry out health and safety duties with regard to property, i.e. security checks, door/windows equipment, trip and slip hazards, litter picks, spillage clean up etc	
3.8	In the event of a fire emergency, contact NI Fire and Rescue Service	
3.9	To report any maintenance defects/repairs via internal reporting procedure	

3.10	To complete a nightly report detailing duties performed throughout the shift.
3.11	To provide security/support to Flax Foyer when required.
3.12	To respond to phone calls and follow up action as required.
3.13	To be responsible for premises keys and ensure sites are left secure throughout and at end of shift.
3.14	To display a professional attitude towards customers, staff and work
4.0	<u>OTHER DUTIES</u>
4.1	Ensure all activities are conducted in accordance with the Association's Health and Safety and Equal Opportunities Policy.
4.2	Adhere to the rules of NB Housing in relation to Section 75 and equality of opportunity.
4.3	To promote the organisations Mission, Values (Integrity, Sustainability, Excellence, Empowerment, Collaboration, Fairness) aims and Objectives.
4.4	To maintain professional boundaries and confidentiality within the Association
4.5	To attend staff meetings, training, forums, which may occur outside normal working hours.
4.6	To participate in Performance Reviews and supervision sessions.
4.7	Actively promote the operations of the Association and maintain and develop links with outside agencies, ensuring the best interests of the Association are promoted at all times
4.8	Adhere to policies and procedures as contained within Staff Handbook
4.9	Conduct all activities with confidentiality and in accordance with the requirements of Data Protection Legislation.
4.10	Carry out any other duties as may be reasonably expected from time to time that are within the competence of the post holder and conducive to the effective delivery of the role and success of the Association.

Please be advised that this list is not meant to be exhaustive and may be added to or amended as and when deemed necessary.

Signed by Employee:

Signed: _____

Date: _____

Signed on behalf of Association:

Signed: _____

Date: _____

Position: _____