



Job Description – Site Security Logistic Agent

Job Title:	Site Logistics – Security Logistics Agent		
Sector:	Aviation / Construction	Site Code & Location:	H306 – Infrastructure Logistics Site Services
Career Level:	Employee		
Role Reports to:	Security Supervisor/ Compliance Manager / HLI Operational Lead		
Geographical Remit	Site Based around the Heathrow Airport		

Summary of role

To play an active role in securing our clients' property; the job involves working as part of the team responsible for protecting, escalating, and responding to all security incidents. This role will involve regular interaction with contractors and other visitors who require access to the site.

Reporting to the Security Supervisor we are looking to recruit Security Logistics agents who would be required to work 12 hours a day - 4 on 4 off days and nights. Responsible for the asset protection, management of site access and egress, receipt and distribution of materials whilst adhering to the highest levels of security, customer service and health & and safety.

Main responsibilities

- To proactively control and monitor access to a specific site location.
- To be able to make on-the-spot dynamic risk assessments to protect the Client's premises and assets.
- To act as a visible, alert, and smart security presence within your region.
- To ensure the safety and security of people, premises, and property. Undertake regular patrols and inspections of the location.
- Conflict resolution: You may be required to utilise your conflict skills in a pressured environment, and assist staff, contractors, and visitors to the site.
- Compliance management when requested you will be required to ensure all Health & Safety policies and client agreed standards are being adhered to.
- Working as part of the team.
- Direct emergency vehicles and other traffic if a major incident occurs on site.
- Respond to emergency situations when they arise.
- Accurately report all incidents in accordance with standard operating procedures.
- Utilise dedicated technology which includes, but is not limited to, check call systems, key access systems, mobile applications, patrol timekeeping systems and fulcrum material delivery tracking systems.
- Maintain effective communication with the Supervisor ensuring that issues are raised and dealt with promptly and effectively.
- Receipt of and distribution of materials via vehicle to the proximity projects including airside location and update the Fulcrum booking system accordingly.
- Information gathering providing real-time data to support the proactive nature of duties and responsibilities.

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- Complete necessary documentation including incidents and occurrence reports as required.
- Write complete and accurate incidents and handover reports and take appropriate action on all reports received by you at the beginning or during each shift.
- Working in pairs you will be required to provide regular updates to your supervisor if required.
- Ensure that your SIA DS License/ Airport ID is on display at all times while at work.
- Any additional reasonable duties requested by your manager or supervisor.

Other duties and responsibilities

- Work in accordance with:
 - Wilson James policies, site procedures and training provided.
 - Wilson James core values:
 - We are fair and honest in all our activities.
 - We treat each other with dignity and respect.
 - We are responsible for all our actions and accountable for their consequences.
 - We have an environment that enables and supports effective communication.
 - We will continuously develop safe systems of work to ensure no-one is placed at risk on our workplaces.
 - Customer policies.
- Carry out any other reasonable request as required by your Line Manager or the Customer.

Health & Safety

Health and Safety responsibilities

- Ensure work is carried out in accordance with site/department procedures and training provided.
- Comply with the WJ Health and Safety Policy, procedures, and protocols at all times.
- Ensure you have received the required training prior to commencing work.
- Ensure that you are working in accordance with the safe system of work, as briefed by your Line Manager.
- Ensure that you are fit for work prior to reporting for duty each day.
- Report any health and safety concerns to your line manager.
- Use of Material handling equipment in the correct way to receive/deliver the materials.
- Once Personal Protective Equipment (PPE) has been issued ensure that you keep it serviceable at all times and report any defects to your line supervisor/manager.
- Always ensure while at work you are wearing the correct PPE.
- Set a good example at all times.

First Aider Health and Safety responsibilities

- All First Aiders must complete an accredited First Aid at Work training course and provide first aid in accordance with training provided and attend a refresher training course every 3 years - all First Aiders shall:
 - Respond promptly to all requests for assistance.
 - Summon further help when necessary (emergency services).
 - Look after the casualty until recovery has taken place or further medical assistance has arrived.
 - Report details of any treatment administered.
 - Ensure Wilson James Accident Reporting procedure is followed.

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Fire Marshall/ Warden Health and Safety responsibilities

- All Fire Marshalls / Wardens must complete an accredited Fire Marshall / Warden training course and Fire Marshall / Warden Duties in accordance with the training provided.

Required skills & Experience.

Essential

- Good communication skills.
- Deliver excellent customer service.
- Basic IT Skills.
- Demonstrate the ability to think and act quickly in emergencies or under pressure.
- Have the ability to deliver succinct and clear verbal and written reports where necessary.
- Maintain a high standard of personal presentation.
- Demonstrate reliability including the ability to deliver high standards of both punctuality and attendance in order to ensure team effectiveness and availability.
- Able to demonstrate an ability to work as part of a team.
- Able to deal calmly and confidently with all demands from the public.
- An understanding of the principles of equality and diversity in relation to visitors' needs.
- An interest in and commitment to the work of Wilson James for its clients

Qualifications & Licences

Essential

- Valid SIA Door Supervisor Licence
- Minimum of 2 years and over UK Driving Licence - Cat B
- Ability to meet all vetting requirements to include CTC (Counter Terrorism Checks), (5-year address and employment history check)
- Ability to obtain Airside Pass and Airside Driving Permit

Desirable

- CSCS – Green Card
- First Aid at Work certificate
- Fire Warden
- Banksman/ Traffic Marshal
- Conflict Management
- Airside Driving experience.

Site Specific Information

The role includes covering multiple Client locations within the Heathrow perimeter & Airside location.

Be flexible to work 4 On 4 Off, 12 hours a day shift, Mix of Day & Nights shifts.