

# Job Profile – Security Cover Officer

Location: Kensington Palace

Reports to: Security Team Leader

Responsible for: None

## Purpose of this role:

To provide a rostered security presence at Kensington Palace for the security and safety of people, premises and assets.

To undertake a programme of learning related to the Emergency and other procedures at Kensington Palace.

To provide first response to all emergency and other incidents, such as evacuations, intrusion, theft and first aid.

To manage the daily routines associated with the security provision, including fire tests, logging of events, checking of life-safety equipment and security systems.

To provide a 5-star response and service to all users of the Security Team's services, including visitors, staff and contractors.

Date: 15/12/2021

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## What you will be doing in your role:

- To ensure own understanding of all security procedures, particularly emergency procedures, by participating in a structured programme of learning and refresher tests.
- Using the knowledge gained at 1) and applying it consistently across the full extent of security duties.
- Using the tools, systems and procedures provided, to remain alert, vigilant and responsive at all times to the needs of visitors, staff and contractors
- To help safeguard the Palace from the threats of intrusion, theft, damage, fire, flood and other situations by providing a prompt and accurate response, based on written procedures, for the benefit and protection of the people, premises and assets associated with HRP's business.
- To provide a five-star service to all users of the Security Team's services by ensuring a polite, prompt and knowledgeable service is offered at all times.
- To undertake any other reasonable tasks as requested by your manager

In addition to your main areas of responsibility, the Performance Framework qualities and behaviours that are required from all our people for successful delivery of our Cause and Strategy are summarised below:

**Memorable Experiences**

Going above and beyond to create personalised experiences that inspire and provoke change

**Simplify and Adapt**

Cutting through complexity to find simple solutions and encourage agile ways of working

**Money Matters**

Generating the money to grow our impact and care for our palaces, creating a culture of getting better value and increasing our financial headroom

**Fresh Thinking**

Demonstrating the courage to push the boundaries, striving to stretch ourselves

**In this Together**

Working collaboratively across the organisation, investing time in building trusted relationships to create 'one team – one HRP'.

**Other requirements**

In addition to the above you are also required to have read and comply with the rules/standards contained in HRP's Code of Conduct, including Health and Safety requirements. The Code of Conduct can be found in your Staff Handbook.