



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board

**Band 3 - Swyddog Diogelwch /
Maes Parcio**

**Darllen y Swydd Ddisgrifiad yn
Gymraeg**

**Band 3 - Security / Car Parking
Officer**

**Read the Job Description in
English**



Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board

TEITL Y SWYDD: Swyddog Diogelwch / Maes Parcio

Band: 3

TROSOLWG SWYDD:

Bydd deiliad y swydd yn darparu gwasanaeth diogelwch pwrpasol a phroffesiynol ar gyfer safleoedd Ysbyty Athrofaol Bae Abertawe ac yn ystod ei ddyletswyddau bydd;

- Gweithio'n annibynnol a chysylltu â rheolwyr y safle ac aelodau allweddol eraill o staff y Bwrdd Iechyd, gan sicrhau bod gwasanaeth diogelwch diogel, effeithlon a chynhwysfawr yn cael ei ddarparu i'r holl gleifion, staff ac ymwelwyr.
- Ymgymryd ag ystod eang o ddyletswyddau diogelwch a meysydd parcio yn unol â pholisïau a gweithdrefnau'r Bwrdd Iechyd.
- Darparu cymorth diogelwch yn ôl yr angen yn unol â Gweithdrefn Digwyddiad Mawr y Bwrdd Iechyd, Polisi Cloi i Lawr, Polisïau Pecyn Cleifion ar Goll a Phecynnau Amheus a sicrhau diogelwch ac amddiffyniad cleifion, staff, ymwelwyr, contractwyr ac unrhyw ddefnyddwyr safle cyfreithlon eraill rhag trais ac ymddygiad ymosodol a eiddo yn erbyn colled, lladrad, difrod, a gwastraff.
- Cynnal patrolau rheolaidd o'r safle gan gymryd camau priodol ynghylch unrhyw achosion amlwg o dorri diogelwch neu feysydd parcio ac adrodd am unrhyw ddigwyddiadau a/neu ddifrod yn unol â Gweithdrefnau Gweithredu Lleol.
- Cynnal digwyddiadau hyfforddi ar unrhyw safle ar draws y Bwrdd Iechyd
- Gweithio ar draws wardiau/adrannau o fewn y Bwrdd Iechyd ar fyr rybudd i gyflenwi yn ystod salwch heb ei gynllunio neu i gyflenwi ar gyfer salwch a gynlluniwyd neu wyliau blynyddol ar wardiau/adrannau eraill

Yn gyfrifol i:

Yn Adrodd:

Yn Atebol:

Yn Broffesiynol:

Prif Ddyletswyddau a Chyfrifoldebau'r Swydd

Cyfathrebu

- Ymateb i ddigwyddiadau lle adroddir bod unigolyn(unigolion) yn dreisgar, yn ymosodol, neu'n ymddwyn mewn modd gwrthgymdeithasol ac i ddad-ddwysáu unrhyw sefyllfa benodol yn unol â hynny gan ddefnyddio sgiliau cyfathrebu tra datblygedig e.e. tact, perswâd ac mewn amgylchiadau eithafol yn ymwneud ag ymddygiad treisgar/ymosodol gan ddefnyddio technegau 'datrys gwrthdaro'. Lle bo angen cyfathrebu â dioddefwyr digwyddiadau o'r fath, a thystion i gofnodi (gan gynnwys y defnydd priodol o gamerâu corff yn unol â'r polisi) ffaith berthnasol y digwyddiad.
- Cydgysylltu ag asiantaethau allanol megis yr Heddlu neu'r Frigâd Dân a chynorthwyo pan fo angen i ddarparu cefnogaeth yn ystod digwyddiadau
- Annog staff i ddatblygu ymwybyddiaeth o atal trosedd a diogelu ysbyty a/neu eu heiddo personol.
- Adrodd am ddigwyddiadau mewn modd cymeradwy a chadw cofnodion awdurdodedig yn ymwneud â dyletswyddau.
- Diweddarau taflenni cofnodi dyddiol i ddarparu tystiolaeth o lwybr dyddiol a digwyddiadau neu ddigwyddiadau, gan ddefnyddio gwaith papur yr ymddiriedolaeth ac adroddiadau Datix.
- Cydgysylltu a chydlynu gyda'r adrannau Porthorion priodol gan sicrhau bod yr holl eitemau sy'n mynd allan i'w cludo yn cael eu casglu a'u cludo i un o'r Pwyntiau Cludo/Casglu Casgliadau.
- Cydgysylltu â'r Adran Borthora berthnasol i sicrhau bod yr holl eitemau sy'n dod i mewn yn cael eu casglu o'r Man Casglu/Darparu trafndiaeth dynodedig a'u danfon i'w cyrchfan terfynol o fewn yr amserlenni penodedig.
- Cynnal perthnasoedd gwaith proffesiynol a chwrtais gyda staff a pharchu cydraddoldeb ac amrywiaeth pawb y mae deiliad y swydd yn dod i gysylltiad â nhw yn ystod eu busnes. Cynnal preifatrwydd ac urddas y claf a pharchu cydraddoldeb cleifion bob amser.

Diogelwch Gweithredol

- Pan fo angen, defnyddio technegau rheoli ac atal yn unol â'r meini prawf/hyfforddiant cymeradwy h.y. cyswllt corfforol uniongyrchol lle mai bwriad y person sy'n ymyrryd yw atal, cyfyngu neu ddarostwng symudiad y corff, neu ran o gorff person arall; cyflawni'r dyletswyddau a'r chyfrifoldebau yn unol â pholisïau a phrosesau'r bwrdd iechyd i ddiogelu staff, cleifion ac ymwelwyr.
- Rheoli aflonyddwch ar ardaloedd ysbytai byrddau iechyd i sicrhau diogelwch pawb a, phan fo'n briodol, hebrwng personau anawdurdodedig oddi ar safle'r sefydliad gan gadw at bolisiau, gweithdrefnau a deddfwriaeth berthnasol.
- Patrolio gwahanol safleoedd gan gynnwys yr Adran Damweiniau ac Achosion Brys a phan fydd staff yn gofyn am hynny, mynychu'r Ward/Adran mewn sefyllfaoedd lle mae cleifion a/neu ymwelwyr yn bod, neu o bosibl, yn dreisgar neu'n ymosodol.
- Mewn argyfwng neu ddigwyddiad mawr, gweithio gyda'r uwch reolwr a chychwyn y protocol cloi i lawr a chynnal diogelwch y safle dynodedig. Unwaith y bydd yr argyfwng wedi dod i ben, cychwynwch y protocol datgloi.
- Sicrhau diogelwch a diogelwch y safle glanio hofrennydd cymeradwy, gan gynnal yr ardal i sicrhau diogelwch yn ystod gweithrediadau hofrennyddion glanio/dadlwytho/llwytho/tynnu oddi ar yr Ambiwlans Awyr (neu ddefnyddiwr gwasanaeth

awdurdodedig arall). Ymateb i larymau diogelwch, larymau tresmaswyr, larymau ymosodiad personol, ar y safle ac ati. Ymchwilio i amgylchiadau'r larwm a delio ag unrhyw sefyllfa benodol yn unol â'r protocolau diogelwch a chanllawiau gan reolwyr ac uwch staff neu'r heddlu.

- Ymchwilio i becynnau dan amheuaeth, sy'n cael eu darganfod, eu gadael, neu eu gosod ar eiddo'r bwrdd iechyd ac adrodd, yn unol â hynny, gan ddilyn polisiâu a gweithdrefnau'r Bwrdd Iechyd. Sicrhau llif gwybodaeth hanfodol pan fydd systemau cyfathrebu, er enghraifft, yn methu naill ai oherwydd diffyg pŵer signal ac ati neu pan fo digwyddiad mawr i sicrhau nad oes unrhyw ddiffyg yn y gwasanaethau diogelwch i gefnogi parhad busnes. Ymateb yn ôl yr angen i larymau tân yn canu yn unol â Gweithdrefnau Gweithredu Lleol, protocolau i gefnogi'r gwasanaeth tân a chysylltu â staff eraill y Bwrdd Iechyd i sicrhau diogelwch cleifion, staff ac ymwelwyr. Darparu gwasanaeth hebrwng ar gyfer symudiadau arian parod yn ôl yr angen.
- Cynnal ymddangosiad proffesiynol yn unol â chod gwisg y Bwrdd Iechyd/Adran (gwisgo PPE priodol gan gynnwys fest atal trywanu a chamerau corff).

Cyfrifoldebau Ystafell Reoli

- Monitro system(au) diogelu rhag tân a mynychu lleoliad pan fydd larwm tân yn canu. Monitro system SALTO, diweddarau a chreu cardiau SALTO newydd, newid batris ar ddrysau SALTO, sicrhau bod holl wybodaeth SALTO yn cael ei logio gan ddefnyddio'r gwaith papur priodol. Rhoi gwybod am unrhyw ddiffygion ar systemau mynediad drws (meddalwedd sy'n seiliedig ar gyfrifiadur personol) gan sicrhau bod systemau mynediad a diogelwch yn gweithio. Monitro sgriniau lluosog system TCC (Gwylidwriaeth Mannau Cyhoeddus) yn rheolaidd a defnyddio offer i nodi, monitro a chofnodi ymddygiad neu weithgaredd amheus/bygythiol ac adrodd yn unol â hynny yn ôl yr angen. Ymateb i unrhyw rybuddion a nodir trwy alwad ffôn neu fonitro TCC. Monitro delweddau TCC i reoli mannau parcio ceir ar gyfer rheoli traffig.
- Cyflawni, pan awdurdodir, unrhyw lawrlwytho data/cofnodi digwyddiadau er mwyn darparu tystiolaeth at ddibenion Ymchwilio yn unol â chyfarwydddebau'r Ymddiriedolaeth ac yn unol â'r Ddeddf Diogelu Data, Polisi'r Bwrdd Iechyd, a Gweithdrefnau Gweithredu Lleol. Monitro system larwm nwyon meddygol a rhoi gwybod am unrhyw larymau yn unol â'r Gweithdrefnau Gweithredu Lleol i'r tîm Porthorion neu'r ystadau.

Cyfrifoldebau Parcio Ceir

- Monitro cerbydau sydd wedi'u parcio ar y safle i sicrhau bod pob cerbyd wedi'i awdurdodi i barcio mewn mannau dynodedig. Delio ag ymholiadau a chwynion cwsmeriaid mewn modd proffesiynol a chwrtais. Dilyn Polisi'r Bwrdd Iechyd mewn perthynas â cherbydau anawdurdodedig a bod yn gyfrifol am gyhoeddi rhybuddion parcio a rhybuddion fel y bo'n briodol yn unol â gweithdrefnau gweithredu lleol meysydd parcio ar gyfer gorfodi.
- Sicrhau bod yr holl offer parcio yn gweithio'n iawn a rhoi gwybod am unrhyw ddiffygion, cynorthwyo defnyddwyr meysydd parcio i ddod o hyd i leoedd parcio priodol a sicrhau bod y maes parcio'n cael ei wneud mewn modd diogel. Nodi cerbydau sy'n achosi rhwystr neu sy'n cael eu parcio mewn modd sy'n achosi perygl neu risg a rhwystro ardaloedd trwy ddefnyddio bolardiau / rhwystrau ar gyfer digwyddiadau arbennig ac ati.
- Mae angen gyrru cerbyd y bwrdd iechyd i ddsbarthu eitemau dosbarthu.

Hyb Trafnidiaeth

- Derbyn pob galwad ffôn gan staff y Bwrdd Iechyd yn gofyn am gludiant. Bydd ceisiadau am gludiant yn cynnwys symud staff, parseli, sbesimenau, samplau gwaed, cyffuriau a nodiadau a chofnodi pob cais am gludiant gan ddefnyddio'r pro fforma priodol. Trefnu'r dull cludo mwyaf priodol yn seiliedig ar yr eitem sy'n cael ei symud ac ar yr amser o'r dydd o ddewis Bwrdd Iechyd GIG Ambiwllans Cymru, cwmni tacsï lleol, darparwyr ambiwlans preifat neu gludwyr.
- Pob tasg a gyflawnir yn unol â Pholisi a Phrotocolau'r Bwrdd Iechyd ar gyfer holl Wardiau ac Adrannau'r Bwrdd Iechyd a bydd yn cynnwys ceisiadau ar sail 'ad-hoc' i'w cyflawni fel rhan o'r amserlenni gwaith.

Cyfrifoldebau Personol

- Rhoi gwybod am unrhyw ddamwain, digwyddiad anffafriol neu golled yn ymwneud â staff, cleifion neu ymwelwyr yn unol â pholisïau a Gweithdrefn y Bwrdd Iechyd.

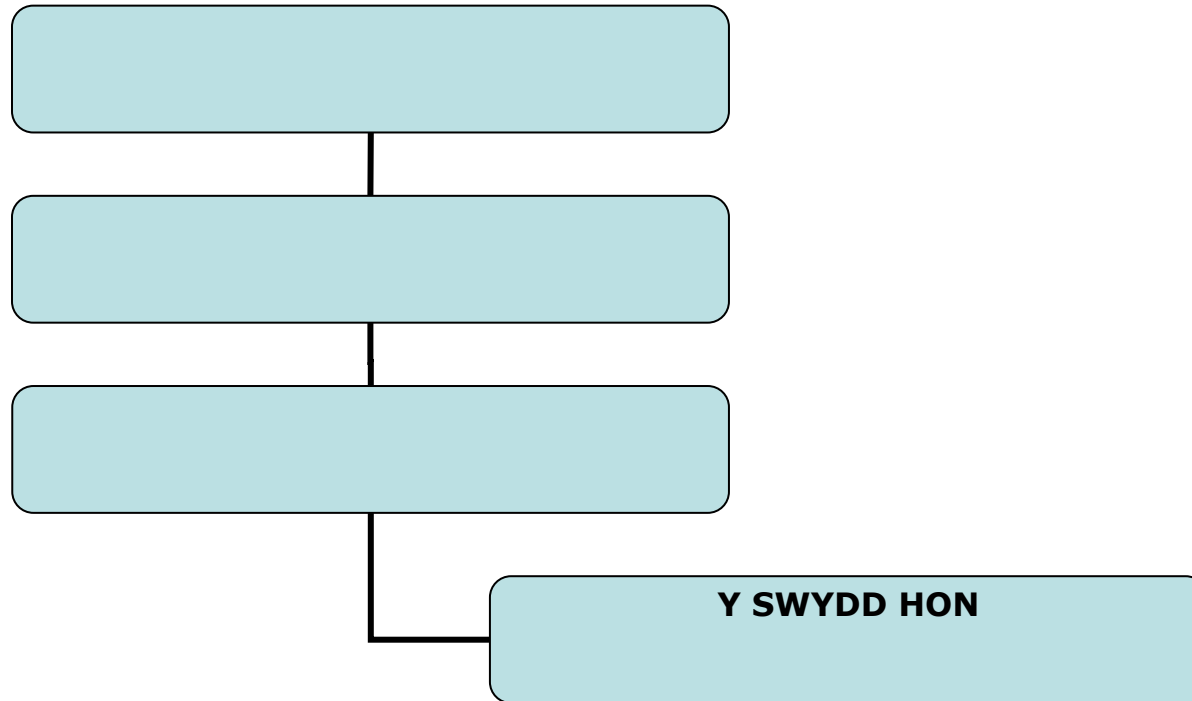
Datblygiad Staff, Hyfforddiant ac Addysg

- Ymgymryd â datblygiad personol, proffesiynol a rheolaethol parhaus yn unol â chyfrifoldebau'r swydd gan gynnwys hyfforddiant gorfodol ac mae'n gyfrifol am gadw'r hyfforddiant hwn yn gyfredol.
- Ymgymryd â hyfforddiant mewn swydd sy'n berthnasol i'r swydd a bydd yn cael gwerthusiad perfformiad bob blwyddyn a bydd yn gyfrifol am gytuno ar gynllun datblygu yn unol â Fframwaith Gwybodaeth a Sgiliau'r Bwrdd Iechyd (KSF), mewn cytundeb â'u rheolwr neu oruchwyliwr uniongyrchol. Bydd y cynllun datblygu yn cael ei adolygu bob blwyddyn. Bydd y Bwrdd Iechyd yn cefnogi datblygiad y cytunwyd arno i alluogi cyflawni amcanion a safonau yn unol â'r cynllun datblygu.

Iechyd a Diogelwch

- Rhoi gwybod am unrhyw achosion o dorri amodau Iechyd a Diogelwch a rhoi gwybod am unrhyw weithredoedd peryglus neu anweithredoedd a welir yng nghwrs dyletswydd sy'n peryglu Iechyd a Diogelwch staff neu gleifion gan ddefnyddio'r polisi Iechyd a Diogelwch. Cydymffurfio ag argymhellion archwilio ac argymhellion asesu risg i wneud y gweithle ac arferion gwaith yn fwy diogel a chynorthwyo pan fo angen, mewn unrhyw weithgaredd asesu risg a gyflawnir.

Cymwysterau a Gwybodaeth Hanfodol	Dymunol	Profiad Hanfodol	Dymunol
<p>Trwydded Rheng Flaen SIA (Lefel 2)</p> <p>Ymgymryd â hyfforddiant gan ennill y cymwysterau gofynnol ar gyfer trwyddedu Awdurdod y Diwydiant Diogelwch o fewn blwyddyn 1af cyflogaeth gan gynnwys mynychu cyrsiau arbenigol e.e. Hyfforddiant Rheoli ac Atal/ymyrraeth gorfforol</p> <p>Gwybodaeth a dealltwriaeth o gyfrinachedd cleifion a'r gallu i ymdrin â materion sensitif.</p> <p>Deall a chymhwyso technegau rheoli gwrthdaro Dealltwriaeth o Gyfraith a Deddfwriaeth sylfaenol mewn perthynas â Diogelwch</p>	<p>IOSH weithio'n ddiogel neu gyfwerth</p> <p>Iechyd a Diogelwch Lefel 1 CSCS Tystysgrif Cymorth Cyntaf</p> <p>Hyfforddiant Datrys Gwrthdaro Trwydded TCC SIA (PSS).</p> <p>Gwybodaeth am ddeddfwriaeth Iechyd a Diogelwch</p> <p>Ymwybyddiaeth o Reoli Heintiau Gwybodaeth am systemau parcio ceir (peiriannau talu, rhwystrau ac ati)</p>	<p>Profiad blaenorol o fewn amgylchedd diogelwch</p> <p>Profiad blaenorol mewn amgylchedd sy'n wynebu cwsmeriaid</p>	<p>Profiad blaenorol o oruchwylio.</p> <p>Profiad blaenorol o weithio i'r GIG.</p> <p>Cyflogaeth flaenorol yn y lluoedd arfog neu'r heddlu.</p> <p>Gweithredu systemau TCC</p>
Doniau a Galluoedd Hanfodol		Dymunol	Arall Hanfodol
<p>Cadw at Werthoedd ac Ymddygiadau BIPBA a'u harddangos</p> <p>Y gallu i ddefnyddio Microsoft Office a rhaglenni electronig i goladu/cynhyrchu adroddiadau proffesiynol clir a chryno a dilyn cyfarwyddiadau ysgrifenedig a llafar</p> <p>Y gallu i weithio gyda'r lleiafswm blaenoriaethu llwyth gwaith heriol</p> <p>Sgiliau ymchwiliol gallu cynnal asesiadau risg deinamig (h.y. wrth fynychu digwyddiadau)</p> <p>Y gallu i gyfathrebu'n rhwydd ac yn hyderus â phersonél, cydweithwyr, cleifion, y cyhoedd ac ymwelwyr ar bob lefel</p> <p>Agwedd hyblyg at waith i ddiwallu anghenion busnes</p>		<p>Mae Sgiliau Iaith Gymraeg yn ddymunol lefelau 1 i 5 o ran deall, siarad, darllen ac ysgrifennu yn y Gymraeg</p>	<p>Sgiliau ymyrraeth gorfforol/rheoli gwrthdaro</p> <p>Y gallu i ddehongli cynlluniau safle a/neu luniadau</p> <p>Ffitrwydd i gyflawni dyletswyddau'r swydd e.e. symud a Thrin (h.y. Plygu/Cario</p> <p>Gwasanaeth Gwiriad Datgelu a Gwahardd sydd ei angen)</p> <p>Trwydded yrru lân lawn i yrru cerbydau bwrdd iechyd</p>





JOB TITLE: Security / Car Parking Officer

Band: 3

JOB OVERVIEW:

The post holder will provide a dedicated and professional security service for Swansea Bay University Hospital sites and in the course of their duties will;

- Work independently and liaise with site management and other key staff members within the Health Board, ensuring that a safe, efficient, and comprehensive security service is being provided to all patients, staff, and visitors.
- Undertake a wide range of security and car parking duties in accordance with Health Board policies and procedures.
- Provide security assistance as required in accordance with Health Board Major Incident Procedure, Lockdown Policy, Missing Patient and Suspicious Package Policies and to ensure, the safety and protection of patients, staff, visitors, contractors and any other legitimate site users against violence and aggression and property against loss, theft, damage, and waste.
- Undertake regular patrols of the site taking appropriate action of any apparent security or car parking breaches and to report any incidents and/or damage in line with Local Operating Procedures.
- Undertake training events at any site across the Health Board
- Work across wards/departments within the Health Board at short notice to cover unplanned sickness or to cover planned sickness or annual leave on other wards/departments

Responsible to:

Reporting:

Accountable:

Professionally:

Main Duties & Responsibilities of the Job

Communication

- Respond to incidents where an individual (s) is being reported to be violent, aggressive, or behaving in an anti-social manner and to de-escalate any given situation accordingly using highly developed communication skills e.g. tact, persuasion and in extreme circumstances involving violent/aggressive behaviour using the application of 'conflict resolution' techniques. Where necessary communicate with victims of such incidents, and witnesses to record (including the appropriate use of body cameras as per policy) the pertinent fact of the incident.
- Liaise with outside agencies such as the Police or Fire Brigade and aid when required to provide support during incidents
- Encourage staff to develop awareness in crime prevention and the protection of hospital and/or their personal property.
- Report incidents in an approved manner and maintain authorised records relating to duties.
- Daily log sheets updated to provide evidence of daily routing and events or incidents, using trust paperwork and Datix reporting. Liaise and coordinate with the appropriate Portering departments ensuring that all outgoing items to be transported are collected and taken to one of the Transport/Collection Delivery Points.
- Liaise with the relevant Portering Department to ensure that all incoming items are collected from the designated transport Collection/Delivery Point and delivered to their final destination within the designated timescales.
- Maintain professional and courteous working relationships with staff and respect the equality and diversity of each and every person whom the post holder comes into contact within the course of their business. Uphold the privacy and dignity of the patient and respect the equality of patients at all times.

Operational Security

- When required, apply control and restraint techniques as per approved criteria/training i.e. direct physical contact where the intention of the person intervening is to prevent, restrict, or subdue movement of the body, or part of the body of another person; to fulfil the duties and responsibilities in line with health board policies and processes to protect staff, patients, and visitors. Manage disturbances on health board hospital areas to ensure safety of all and when appropriate escort unauthorised persons off the organisations premises adhering to relevant policies procedures, and legislation.
- Patrol various sites including Accident & Emergency Dept and when requested by staff attend the Ward/Department in situations where patients and/or visitors are being, or potentially being, violent or aggressive.
- In an emergency or major incident work with the senior manager and initiate the lock down protocol and maintain security of designated site. Once emergency has dissipated instigate the unlock protocol.
- Ensure the security and safety of the approved helicopter-landing site, maintaining the area to ensure safety during helicopters landing/ unloading/loading/take off operations of Air Ambulance (or other authorised service user).
- Respond to security alarms, intruder alarms, personal attack alarms, on site etc. Investigate the circumstances for the alarm and deal with any given situation accordingly to the security protocols and guidance from managers and senior staff or police. Investigate suspect packages, which are discovered, abandoned, or placed on the health board property and report,

- accordingly, following Health Board policies and procedures.
- Ensure the flow of critical information when for example communications systems fail either through lack of power of signal etc or there is a major incident to ensure no lapse in security services supporting business continuity.
 - Respond as required to fire alarm activations as per Local Operating Procedures, protocols to support the fire service and liaise with other Health Board staff to ensure the safety of patients, staff, and visitors.
 - Provide an escort service for cash movement as required.
 - Maintain a professional appearance in line with the Health Board/Departmental dress code (wearing of appropriate PPE including stab proof vest and body cameras).

Control Room Responsibilities

- Monitor fire protection system(s) and attend location when fire alarm is activated.
- Monitoring SALTO system, updating and creating new SALTO cards, changing batteries on SALTO doors, ensuring that all SALTO information is logged using the appropriate paperwork. Report any faults of door access systems (PC based software) ensuring access and security systems are working.
- Monitor multiple screens CCTV (Public Space Surveillance) system on a regular basis and to use equipment to identify, monitor & log suspicious/threatening behaviour or activity and to report accordingly as and when required. Respond to any alerts identified by phone call or CCTV monitoring. Monitor CCTV images to control car parking spaces for traffic control.
- Carry out when authorised any Data downloads/record incidents for providing evidence for Investigation purposes as required in line with directives of the Trust and in line with the Data Protection Act, Health Board Policy, and Local Operating Procedures.
- Monitor medical gases alarm system and report any alarms as per Local Operating Procedures to the Porter team or estates.

Car Parking Responsibilities

- Monitor vehicles parked on site to ensure all vehicles are authorised to park in designated areas. Deal with customer queries and complaints in a professional and courteous manner.
- Follow Health Board Policy in regard to unauthorised vehicles and have the responsibility for the issue of parking notices and warning notices as appropriate in line with the car parking local operating procedures for enforcement.
- Ensure all car parking equipment is working correctly and report any faults, assist car-parking users to find appropriate car parking spaces and ensure car parking is undertaken in a safe manner. Identify vehicles that are causing an obstruction or are parked in a manner that caused a hazard or risk and block off areas by using bollards / barriers for special events etc.
- Drive the health board vehicle to deliver distribute items are required.

Transport Hub

- Receive all telephone calls from Health Board staff requesting transport. Transport requests will include the movement of staff, parcels, specimens, blood samples, drugs and notes and record all transport requests using the appropriate pro forma.
- Arrange the most appropriate means of transport based on the item being moved and the time of the day from a choice Welsh

- Ambulance NHS Health Board, local taxi company, private ambulance providers or couriers.
- All tasks undertaken in accordance with Health Board Policy and Protocols for all Wards and Departments of the Health Board and will include requests on an 'ad-hoc' basis to be undertaken as part of the working schedules

Personal Responsibilities

- Report any accident, untoward incident or loss relating to staff, patients, or visitors according to Health Board policies and Procedure.

Staff Development, Training and Education

- Undertake ongoing personal, professional and management development in line with the responsibilities of the post including mandatory training and is responsible for keeping this training up to date.
- Undertake in-service training relevant to the post and will have an appraisal of performance each year and will be responsible for agreeing a development plan in line with the Health Board (KSF) Knowledge & Skill Framework, in agreement with their manager or immediate supervisor. The development plan will be reviewed each year. The Health Board will support agreed development to enable achievement of objectives and standards in line with the development plan.

Health and Safety

- Report any incidents of breaches of Health and Safety and report any dangerous acts or omissions that are seen in the course of duty that compromise the Health and Safety of staff or patients using the Health and Safety policy.
- Comply with audit recommendations and risk assessment recommendations to make the workplace and work practice safer and assist when required to do so, in any risk assessment activity undertaken.

Essential Qualifications & Knowledge	Desirable	Essential Experience	Desirable
<p>SIA Front Line Licence (Level 2)</p> <p>Undertake training achieving qualifications required for Security Industry Authority licensing within 1st year of employment including attending specialist courses e.g. Control & Restraint/physical intervention training</p> <p>Knowledge and understanding of patient confidentiality and the ability to deal with sensitive issues.</p> <p>Understand and apply techniques of conflict management</p> <p>Understanding of basic Law & Legislation in relation to Security</p>	<p>IOSH working safely or equivalent</p> <p>Health and Safety Level 1 CSCS First Aid certificate</p> <p>Conflict Resolution training SIA (PSS) CCTV Licence</p> <p>Knowledge of Health and Safety legislation</p> <p>Infection Control awareness Knowledge of car parking systems (payment machines, barriers etc.)</p>	<p>Previous experience within a security environment</p> <p>Previous experience in a customer facing environment</p>	<p>Previous supervisory experience.</p> <p>Previous NHS security experience.</p> <p>Previous armed forces or police employment.</p> <p>Operation of CCTV systems</p>
Essential Aptitude and abilities	Desirable	Other Essential	
<p>Adheres to and can demonstrate SBU Values & Behaviours</p> <p>Ability to use Microsoft office and electronic programmes to collate/produce clear and concise professional reports and follow written and oral instructions</p> <p>Ability to work with minimum prioritise a demanding workload</p> <p>Investigatory skills able to carry out dynamic risk assessments (i.e. when attending incidents)</p> <p>Ability to communicate easily and confidently with all levels of personnel, colleagues, patients, general public and visitors effectively</p> <p>Flexible approach to work to meet the business needs</p>	<p>Welsh Language Skills are desirable levels 1 to 5 in understanding, speaking, reading, and writing in Welsh</p>	<p>Physical intervention/conflict management skills</p> <p>Ability to interpret site plans and/or drawings</p> <p>Fitness to perform the duties of the post e.g. moving & Handling (i.e. Bending/ Carrying)</p> <p>Disclosure and Barring Service check (DBS)</p> <p>Full clean driving license to drive health board vehicles</p>	

