



## Job Vacancy Information Pack

### Post: Security Supervisor

**Job Reference: EX577 (please quote on application form)**

This pack contains all the information you need to know when applying for a vacancy at Yorkshire Wildlife Park, included in the sections below:

1. Important Information
  - Useful information about the recruitment process, equal opportunities, company & departmental information.
2. How to apply
  - Accepted methods of application and how to submit.
3. Application form
  - Yorkshire Wildlife Park encourages green practices. Please reduce your ecological footprint by completing the form electronically and returning via email.
4. Job Description
  - A breakdown of the vacancy and what is expected from the successful applicant.
5. Job and Person Specification
  - A list of essential and desirable criteria for the post.

## Important Information

### The Organisation

Thank you for your interest in our advertised vacancy. Since its opening in 2009, Yorkshire Wildlife Park has evolved to become the UK's number 1 on-foot safari. We feature walkthrough exhibits that take the guest directly into the world of the animals. A dynamic centre for conservation and welfare, the park currently has around 400 animals across 70 different species. We aim to provide a quality, value for money experience that excites and inspires our guests.

### Equal Opportunities

Yorkshire Wildlife Park is committed to equal opportunities in all aspects of recruitment and employment.

Job descriptions and person specifications define the qualification, experience and other skills required for the post and will only include those factors which are necessary and justifiable on objective criteria for the satisfactory performance of the job.



As part of our commitment to equal opportunities we are monitoring job applications for equality purposes. To help us in our endeavours we ask you to complete an equal opportunities monitoring form at the end of the job application form. The equal opportunities monitoring form will be detached from your application form, stored separately and used solely to provide statistics for monitoring purposes.

### **Yorkshire Wildlife Park's Mission Statement**

To create a dynamic, interactive experience and regional centre of excellence for the conservation of biodiversity globally and locally that is sustainable both for the environment and the business. To promote a wider understanding of the natural world and inspire generations to support and protect the world around them.

### **Security at Yorkshire Wildlife Park**

The security team plays a crucial role in ensuring the safety and protection of the employees, visitors and company assets within all areas of YWP and The Yorkshire Hive.

### **Use of Curriculum Vitae (CVs)**

Our policy is to recruit and employ our employees on the basis of their suitability for the vacancy.

An application form allows us to compare individuals based on the same criteria and as such we do not accept a CV unless it is accompanied by a fully completed application form.

### **Shortlisting**

To ensure that the people we employ are matched to the role and our business aims, we operate a robust shortlisting procedure which involves a two-stage interview process. Candidates should ensure before they apply for a position with YWP, that as a minimum they meet the essential criteria outlined in the person specification and are available to attend interviews on the dates outlined on the job specification.

Due to the volume of applications that we receive, it is our policy not to inform candidates who have not been shortlisted to interview stage. If you do not hear from us within one month of the closing date, we will have decided not to take your application any further.



### **Pre- employment Checks**

All offers of employment are made subject to the following criteria:

Proof of eligibility to work in the UK and two satisfactory references.

### **How to Apply**

All applicants are required to fully complete the YWP application form in order to be considered for any vacancy. You should refer to the person specification when completing Section 5 of the application form as this is the criteria we use to measure you against.

Complete application forms should be returned to the HR Department by midnight of the closing date specified. Late applications will not be accepted under any circumstance.

Yorkshire Wildlife Park promotes green practices, please support us in our endeavours by completing the application form electronically and returning via email.

A CV can be used as a supportive document to the application form but cannot be used to replace any part of the application form. Applicants who have used their CV to replace parts of the application form will have their application rejected.

Complete application forms should be returned to the HR Department via the below means:

**Email:** [recruitment@yorkshirewildlifepark.com](mailto:recruitment@yorkshirewildlifepark.com)

***And if email is unavailable***

**Post:** HR Department, Yorkshire Wildlife Park, Brockholes Lane, Branton, Doncaster, DN3 3NH

### **Application Form**

The YWP application form is available to download from the vacancies page of our website in pdf and word format.



## Job Description

**Job Title:** Security Supervisor  
**Reporting to:** Head of Estate Management  
**Department:** Security

### Primary Responsibilities

Responsible for supervising a team of Security Guards to ensure a safe and robust security service is provided to a multi-faceted site.

### Key Work Objectives

- Responsible for overseeing the security guard team, assigning duties, organising rotas and ensuring that protocols and procedures are followed.
- To arrange and organise training, guidance and support for the professional development of the security guard team.
- Responsible for coordinating and implementing various security measures, including monitoring surveillance systems, conducting regular patrols and responding to security incidents.
- The supervisor should be prepared to handle emergency situations and coordinate the response efforts of the security team. This may include coordinating with law enforcement, fire departments or medical personnel and senior management on site.
- Responsible for maintaining accurate records and reports related to security incidents, daily activities and signing in/ out keys.
- To ensure that security policies and procedures are implemented and followed by the security team.
- Maintain effective communication with key stakeholders to address security concerns, provide updates and ensure a safe environment.
- Responsible for safeguarding the premises, outdoor areas, equipment and animal enclosures.
- Maintain a safe working environment for staff and visitors, enforcing safety regulations and responding to emergency incidents.
- Monitoring CCTV throughout the site including entry and exit points, ensuring only authorised individuals are permitted entry and appropriate records are maintained.
- Conduct regular security checks and address any vulnerabilities.
- Co-ordination of the appropriate response to incidents and record keeping as required.

### General

- Maintain high levels of professionalism, service and personal appearance.
- Undertake any other reasonable duties which may be requested of you by the management team.
- Promote the highest standards of health and safety throughout the organisation.



## Job Specification

<b>Job Title:</b>	Security Supervisor (night shifts only)
<b>Reporting to:</b>	Head of Estate Management
<b>Working Hours:</b>	Night shifts only. Typical shift start and finish times will be 17:00 - 06:00 or 18:00 - 07:00, but these may vary seasonally and flexibility will be required. Shifts will be worked on a 4 on 4 off basis over any 4 nights, including weekends and bank holidays.
<b>Gross Hourly Rate:</b>	£13.35 gross per hour
<b>Contract duration:</b>	Permanent (subject to the successful completion of probation period)
<b>Purpose of role:</b>	Responsible for overseeing and managing a team of security guards to ensure the safety and security of Yorkshire Wildlife Park and the Yorkshire Hive.

### **Main Duties & Responsibilities:**

- Supervising a team of security staff.
- Training and development of the team.
- Security operations including implementing and monitoring security measures.
- Emergency response including operating and assisting senior management and external agencies with on-site incidents.
- Implementing security policy.
- Responding to incidents as appropriate.

### **Candidate:**

- Flexible with a positive 'can do' attitude.
- Great interpersonal, communication and leadership skills.
- Good attention to detail.
- Able to remain calm and focused under pressure.
- Must be flexible and able to work a variable shift pattern including weekends and bank holidays.

**Start Date:** As soon as possible

**Closing date for applications:** Sunday 7<sup>th</sup> April 2024



Person Specification

**JOB TITLE: SECURITY SUPERVISOR**

Assessment Criteria	Essential (E) Desirable (D)
<b>Experience</b>	
Working in security guard role	E
Working night shifts	D
Supervising or managing a team	E
Report writing	E
Managing conflict situations	E
<b>Skills/ Abilities</b>	
Excellent communicator	E
Competent Microsoft Office user	E
Ability to remain calm and professional during conflict situations	E
<b>Knowledge</b>	
Security industry	E
Health and Safety at Work Act 1974	D
<b>Qualifications</b>	
SIA Security Guard or Door Supervisors Licence	D
Full UK driving licence	E
First Aid at Work Certificate	D