



Ecovert FM is the facilities management arm of the Bouygues group in the UK. We operate large scale contracts, particularly in the PFI market, the result of a successful partnership with our construction sister company, Bouygues UK.

Please send an application form and/or C.V. together with a covering letter stating the post title and explaining why you feel you are suitable to:

Lucy Gibb
Human Resources Administrator

Ecovert FM Ltd
Elizabeth House
39 York Road
London
SE1 7NQ

or email: recruitment@ecovertfm.co.uk

Closing date:
29 July 2008

Phone A Friend Scheme

If you know someone who maybe interested why not tell them about this vacancy and get them to apply. Make sure you complete a Phone a Friend Scheme Claim form and you may receive a cash reward*

*subject to Terms & Conditions



OPERATIONS

CABINET OFFICE Security Team Leader x4 Posts

We are looking for experienced and professional Team Leaders to join the team to support them in providing this service in a professional manner in keeping within the Contract requirements.

Reporting to the Security Duty Managers and the Senior Operations Manager, You will be responsible for the effective day-to-day security operation of all Cabinet Office Estate. You will ensure that access to the building and activities within the Estate are controlled and monitored at all times, always taking into consideration customer service. You will also be co-ordinating the shift security personnel to visitors and occupants of the building are dealt with promptly and professionally.

You must be able to communicate with people at all levels on both daily issues as well as in the event of an emergency. You will have previous experience of supervising large teams preferably within a security environment and will have experience of responding to customer issues that are raised. You should also be highly organised and have the ability to motivate and co-ordinate your team while delivering a proactive and positive service to each and every customer. This position will also include Control Room Operations Management, Out Post Management (various locations which will require a full driving license), Rostering, Finance, Training, Fire Marshalling, and all Administration duties.

SIA licensed preferred but not essential, bomb threat awareness trained and a holding a First Aid certificate would be an advantage although is not essential. You will also need a good working knowledge of electronic security systems as you will be overseeing their monthly testing. Previous experience in fire safety and emergency evacuations and also in operating two-way radios would be advantageous. You should be able to communicate effectively with people and be able to write clear and concise reports. An intermediate knowledge of the Microsoft Office and Excel is desirable.

The post will participate in a Day and Night 4 on 4 off 12hrs shift system, although cover for colleagues on leave will be required. This will include day and night work and weekends.

Employment in this post is dependant upon obtaining security clearance.

**ECOVERT FM IS CONTINUALLY WORKING TOWARDS BEING AN
EQUAL OPPORTUNITIES EMPLOYER**