

Security/Driver

JOB PROFILE

Salary Scale: S2.1

Team: Property Management & Facilities

Reporting Relationship: The postholder will report directly to the Director, Property Management & Facilities and/or his/her delegate

ROLE PURPOSE

The Security/Driver will be responsible for maintaining a safe and secure environment through monitoring, patrolling, access control. This includes incident response, and compliance with security policies and procedures, safeguarding the organisation's property, people, assets, and information. The team member will also be responsible to transport passengers, goods and material as may be required.



CORE ACCOUNTABILITY & VALUE CONTRIBUTION

- Patrol assigned areas to prevent and detect security risks.
- Monitor CCTV, alarms, and other security systems.
- Control access to buildings and restricted areas.
- Verify visitor identification and maintain visitor records.
- Respond promptly to security incidents, emergencies, and alarms.
- Investigate and report suspicious activities, accidents, and breaches.
- Prepare accurate incident, occurrence, and daily activity reports.
- Conduct routine security inspections of buildings and facilities.
- Operate company vehicles safely and responsibly.
- Transport passengers, goods, materials, or documents to designated locations on time in an efficient manner.
- Conduct routine vehicle inspections before and after journeys.
- Ensure vehicles are clean, maintained, and in good working condition.
- Report vehicle faults, accidents, damages, or maintenance requirements promptly.
- Maintain accurate records, including mileage, fuel usage, delivery notes, and trip reports.
- Comply with road traffic laws and company driving procedures.
- Ensure compliance with organizational security policies and health and safety procedures.
- Provide professional customer service while maintaining security standards.



SCOPE OF ROLE

- Conduct routine patrols, monitor premises, and identify potential risks or security breaches.
- Provide assistance and guidance to employees, visitors, and contractors while maintaining security standards.



EFFORT & WORKING CONDITIONS

- Requires prolonged standing, walking, patrolling, and occasional lifting of light to moderate loads.
- May respond to emergencies, security breaches, or medical incidents.
- Must comply with workplace health and safety, security, and confidentiality requirements.
- May be required to work on a shift basis and/or outside normal office hours.



BEHAVIOURAL DIMENSIONS

- **Integrity & Adaptability:** Demonstrates honesty, ethics, and confidentiality. Adjusts to changing circumstances and operational demands.
- **Reliability:** Consistently meets schedules and commitments.
- **Attention to Detail:** Produces accurate work and maintains reliable records.
- **Creativity:** Identifies opportunities to improve processes and security at the workplace.
- **Customer Centricity:** Communicates clearly and effectively with staff, visitors, and emergency services.



MINIMUM REQUIREMENTS

- Basic English and Maltese.
- Three (3) years' experience, preferably in a corporate or professional setting.
- Reliability and attention to detail.
- Valid driver's licence with a clean driving record.
- Valid Private Guard Licence issued by the Commission of Police.

Disclaimer: This role profile describes the general nature and level of work performed in this role. It is not intended to be an exhaustive list of all duties, skills, responsibilities, knowledge etc. These are subject to change as needed by management/work exigencies.