

**Security Team Members**  
(Full Time)  
Permanent Contract

**THE WALLACE COLLECTION**

The Wallace Collection is an internationally outstanding collection which contains unsurpassed masterpieces of paintings, sculpture, furniture, arms and armour and porcelain. Built over the eighteenth and nineteenth centuries by the Marquesses of Hertford and Sir Richard Wallace, it is one of the finest and most celebrated collections in the world.

So that it could be kept together and enjoyed by generations of visitors, the collection was given to the British Nation in 1897. It was an astonishing bequest and one of the greatest gifts of art works ever to be transferred into public ownership. Today, our job is to maintain, research, and inspire the public to love and understand the Collection.

**Salary**

£27,403.74 per annum

**Location**

The Wallace Collection, Hertford House, Manchester Square, London, W1U 3BN.

**OVERALL PURPOSE AND ROLE**

To protect the Collection's infrastructure and ensure the safety and security of staff, visitors and contractors in line with the Collections rules and regulations.

To control and facilitate access by staff, vehicles, the public and all other persons engaged with the business of the Collection, taking direction from line managers as necessary.

**Responsibilities**

- Maintain order by ensuring that all personnel with permitted access to the site conform to the standards and behaviour as set out in the Collection's regulations and general rules.
- Consistently apply the necessary controls and procedures to protect the Collection, the building and contents from loss or damage.
- Continually observe staff access points, check authority to enter the Collection, issue keys, temporary passes, lock and unlock access points, check bags, vehicles on a 24 hour basis.
- Report and deal with incidents in liaison with line managers, apply basic first aid where appropriate training has been given, clear sites and the building in case of fire/emergency in liaison with other relevant trained personnel.
- Protect the site through internal patrolling, carrying out appropriate searches and using firefighting equipment (subject to be qualified to do so).

- Staff the Control room, operate CCTV, security systems, fire alarms and public address systems in liaison with line managers.
- Monitor contractors on site, ensure regulations are followed, health and safety best practice is observed and to report any incidents or concerns to line managers as appropriate.
- Provide cover and or support for staffing public access points to the building and support the Gallery Team members by providing a physical presence in the Galleries as required.
- Carry out any other reasonable duties as directed by line managers.
- Responsible for the safety of all equipment in the Control Room.

### **Reporting Structure**

Security Team Manager  
Security Team Supervisor

### **Person Specification**

#### **Knowledge and Experience**

- At least 12 months experience working in the field of security.
- Experience of working in a team within a busy security function.
- Experience of working with outlook, word, and databases, including monitoring rota systems.
- Knowledge of the operation of security systems ideally in a museum setting or similar.
- Knowledge of legislative frameworks, including fire regulations, and health & safety operational procedures.

#### **Skills**

- Good written and oral communication skills.
- Ability to interact effectively with a range of internal and external stakeholders and good judgement in knowing when to make decisions or refer situations to managers for help or advice.
- Strong organisational and time management skills.
- Ability to effectively communicate with all staff, visitors and contractors on a face-to-face, telephone and email basis.

### **Salary, Benefits and Working Hours**

The Salary for this post is £27,403.74 per annum.

In addition, the post-holder will receive 29 days paid annual leave which includes eight UK Bank or other public holidays. Employees are also offered membership of an occupational pension scheme and after six months satisfactory service an interest free season ticket loan.

For this post the work schedule will be a rolling rota of 4 shifts of 12 hours: 2 day shifts and 2 night shifts (Average of 42 hours per week).

## HOW TO APPLY

Please complete the Application form, and the Equal Opportunities Monitoring form, following the links provided. Please note the equal opportunities form is used for monitoring purposes only and does not form part of the selection process. Both forms should be emailed to [recruitment@wallacecollection.org](mailto:recruitment@wallacecollection.org) by 21<sup>st</sup> September 2023.

Please note late applications or applications via a CV will not be considered. Interviews for the role will take place on 3<sup>rd</sup> October and 4<sup>th</sup> October 2023. Candidates who have been shortlisted for interview will be contacted after the closing date. Due to the large number of applications we receive, it will not be possible to contact or give feedback to candidates who have not been shortlisted for interview.

Appointment to the role is subject to a satisfactory Basic Disclosure check.

The Wallace Collection is an equal opportunities employer and welcomes applications from all sections of the community.