



<b>Notification of Vacancy</b>	
<b>Employer</b>	
<b>Contact Name</b>	Darryl Monfries
<b>Email</b>	<a href="mailto:darryl.monfries@southbanklondon.com">darryl.monfries@southbanklondon.com</a>
<b>Vacancy Type</b>	<b>Employment</b> <input checked="" type="radio"/> <b>Work Experience</b> <input type="radio"/> <b>Apprenticeship</b> <input type="radio"/>
<b>Job Title</b>	Security Control Room Officer
<b>Pay</b>	£31,000 per ann
<b>Location</b>	Unspecified
<b>Issue Date</b>	09/04/2018
<b>Closing Date</b>	30/04/2018
<b>Duration</b>	Full Time
<b>Hours</b>	Unspecified
<b>Job Summary and Duties</b>	
To undertake general Control Room duties within the Estate Control Centre(ECC), including answering calls from the public, tenants and colleagues. Despatching staff promptly and efficiently to deal with routine and emergency incidents. Recording of events as they occur on the Incident Management System(IMS) and undertaking further enquiries to deal with situations.	
<b>Essential Criteria, Education, Training, CIS or PAYE etc.:</b>	
To effectively respond to and process all email enquiries, to answer telephone calls promptly maintaining a calm, helpful, professional and courteous manner at all times. To carryout relevant checks using various computerised systems to aid response to incidents and track progress of reports, in accordance with ECC procedures and the Data Protection Act.	
<b>Is a CSCS Card required?</b>	No <input type="text"/> <b>Type:</b>
<b>Vacancy filled via Local Brokerage</b>	Yes <input type="text"/> If <b>No</b> please indicate why using the tick boxes below
<b>Applicants put forward did not match vacancy criteria or training</b>	<input type="checkbox"/>
<b>No applicants were put forward for the vacancy</b>	<input type="checkbox"/>
<b>Vacancy position no longer required</b>	<input type="checkbox"/>
<b>Applicants interviewed were not suitable for the vacancy</b>	<input type="checkbox"/>
<b>Other Reasons</b>	Please provide a brief explanation in the box provided below <input type="checkbox"/>
<b>Vacancy Skill Level</b>	Unskilled <input type="text"/>

Send CV and Covering Letter to [darryl.monfries@southbanklondon.com](mailto:darryl.monfries@southbanklondon.com)

[For further details, contact Darryl Monfries on : 0207 202 6930](#)