

iv. Security Officer

QF Level	Job Title	Security Officer
4	Job Descriptions	Managing staff in performing security work and handling emergencies, improving building facilities, performing human resource management and training, managing and evaluating staff performance, leading the teams in the provision of quality services, performing customer service management, complaint management and environmental management, implementing security risk management and improvement plans, etc.

Functional Areas	Main Items	Unit of Competency	Code	Credit
EM	Management of the Environment of a Property			
	Security Management & Service	Undertake the management of security operation, risk management and planning for improvement	110412L4	6
	Safe Environment	Train subordinates to carry out safe environment measures and promote awareness of keeping the building environment safe	110424L4	3
	Control on Private Road & Carpark	Monitor and manage the works on private road and carpark control, and improve the conditions	110440L4	3

	Environmental Protection	Monitor and manage environmental protections works and improve the conditions	110444L4	3
	Crisis & Emergency Handling	Manage the crisis and emergency situations	110418L4	3
OS	Property Management Services for Owners, Tenants & the Community			
	Customer Services & Community Relations	Manage customer services, media and community relations	110513L4	3
FM	Facility Management relating to a Property			
	Carpark & Loading Areas	Monitor the use of carpark and loading area	110536L4	3
LW	Law in Practice relating to a Property			
	Legal Services & Practices	Master and apply industry related legal knowledge	110560L3	3
	The Government & Legal System	Master the jurisdictions in relation to property management cases in order to take legal actions on daily matters	110553L4	3
HR	Human Resources Management relating to a Property			
	Human Resources Planning, Recruitment and Training	Manage the manpower, training and performance appraisal within the property managed	110589L4	6
	Teamwork & Leadership	Lead the teams in the provision of quality	110596L4	3

		services		
	Occupational Health & Safety	Manage risk assessment, occupational health and safety	110602L4	3
			Total Credit:	42