

Job Description – Aviation Security Officer (Fixed Term)

Accountable to: Security Operational Manager

Scope of Job: To carry out the appropriate defined security processes and procedures in accordance with company policies and values.

Aviation Security Services on a shift by shift basis across

- Aviation Security (Passenger Security)
- Corporate Security (Employee and Infrastructure Security including ANSP facilities)
- Third party oversight of Airport stakeholders including airside operators/tenants
- Oversight of cargo security operations

Working primarily at the following locations:

- Central Search
- Airfield and other Airport facilities as required.

Accountabilities / Responsibilities:

Safety

- To ensure knowledge and understanding of all appropriate safety responsibilities as detailed in the Aerodrome Manual.
- Ensure you operate in a safe environment and demonstrate a clear understanding of the Health and Safety policies and procedures.
- To minimise the incidents and accidents within your area, particularly promoting a safe working environment.

Security

- To ensure knowledge and understanding of all appropriate security responsibilities as detailed in job description and other relevant policy documents.
- To ensure that standards set at security training courses are adhered to. To ensure a knowledge and understanding of all appropriate security responsibilities as detailed in the Airport/Aerodrome Manual.
- To advise the Security Supervisor of any security occurrence or system failure and to identify and report any situation of potential risk or concern affecting security.
- Perform duties in a manner that supports both the team and individual's performance.

- Perform duties in accordance with training provided and departmental procedures.
- Carry out appropriate facility inspections in accordance with departmental procedures.
- Carry out patrols and searches in accordance with departmental procedures.
- Maintain, operate and test security equipment in accordance with and at intervals prescribed in relevant departmental instructions and highlight or act upon any equipment failures or performance deterioration in accordance with departmental instructions.
- Provide a high standard of customer service acting in a professional manner at all times, in line with the Customer Service Commitment
- Monitoring GPA property utilising the GPA security monitoring facilities.
- Keep appropriate records as required by departmental procedures.
- To maintain Level 1 Security Compliance.

Key Performance Indicators

- To deliver against the key performance indicators established for your area in line with the business plan.
- To focus on improvement initiatives to outperform against the business plan

Financial

- To deliver a quality service within the budget costs.
- To deliver within the capital investment plan.

Stakeholder Relationship

- To interface with relevant internal and external stakeholders, positively promoting the Airport.

The above list is not exhaustive, due to business needs individuals may be required to carry out additional duties.

To ensure maximum efficiencies within the operation, flexibility is essential. Individuals will be required to assist in other areas.

Review By: Security Operational Manager
Review Frequency: Annually
Attributes: This role is rated as Staff:

The following shows the standard list of attributes against which all roles shall be rated.

** Different levels of each attribute will be required to perform at each of the three key levels. Observable behaviours are detailed in attached appendices.*



Company Values

Integrity
Responsibility/Accountability
Professionalism
Passion

Other Attributes

Communication
Motivation
Team Work
Leadership
Assertiveness & Influencing
Judgement and Decision Making

Competencies & Skills

For competencies and skills required to carry out the role, please refer to the attached matrix.

Initial Requirements

For minimum requirements regarding qualifications, experience, competencies and attributes required to initially apply for the position, please refer also to the Vacancy Notice.

It is your responsibility to ensure your own health, safety and welfare and that of others who may be affected by what you do or do not do.

Agreed (Signature of employee)

Print Name

Authorised by (Manager)

Date