

Job Description

Job Title:	Airport Security Officer (ASO)	Job Category:	Security
Department/Group:	ASO	Job Code/ Req#:	44
Location:	CKIA	Travel Required:	No
Level/Salary Range:	Grade 2	Position Type:	Full-Time
Job Holder:			

Job Purpose

To provide security surveillance of persons and property at airports in the Cayman Islands in order to prevent any act of unlawful interference against civil aviation in the Cayman Islands.

The post holder functions as part of a team whose primary responsibilities are to provide surveillance of persons and property at airports in the Cayman Islands, in order to prevent any act of unlawful interference against civil aviation in the territory as dictated by CIAA policy and local and international requirements. This unit is also responsible for ensuring the proper operation of all vehicular traffic operations and securing the site of any incident or accident.

Role and Responsibilities

- Patrol airport buildings and airside and landside areas and provide surveillance so as to prevent acts of unlawful interference against Civil Aviation, in accordance with requirements of the Cayman Islands National Aviation Security Programme.
- Provide access control of vehicles and personnel at all entry points in accordance with established procedures.
- Provide crowd control at airports, especially during airfield and airport events or emergencies.
- Report breaches of airport security policies and airport regulations to the appropriate authority.
- Provide vehicular traffic control and associated services at the airport including attending car parks, dispatching public transport, monitoring roadways.
- In the event of an accident or incident on the landside or airside, the Officer will secure the site and remain on site until such time as he/she is relieved.
- Conduct primary screening of passengers and luggage utilizing either physical (pat-down) search methods or assisted by use of electronic means. (X-Ray, hand-held wands).
- Conduct a hand search of bags and baggage as required.
- Inform the security supervisor when dangerous items are removed from bags and baggage.
- Any other duties that may from time to time be assigned to the post holder.

Qualifications and Education Requirements

- High School Diploma
- Experience in police or other security organisation is highly desirable
- Pass vision test for colour blindness
- Pass initial pre-screening test

Preferred Skills

- Teamwork
- Ability to work long hours on shift as necessary
- Ability to lift items up to 60 pounds in weight
- Excellent oral and written communication skills
- Customer service focus, and the ability to remain calm when under pressure
- Basic computer skills in Microsoft Word, Excel and Outlook
- Attention to details

Assignment & Planning of Work

Assignment of duties follows established policies and guidelines. The Security Supervisor plans and directs day-to-day shift assignments.

Supervision Of Others

The post holder does not supervise other staff but is responsible for ensuring the proper flow and conduct of the general public and staff members at the Airport, in accordance with established policies and procedures.

Other Working Relationships

- The post holder is required to liaise regularly with other sections, especially during airport emergencies
- Liaison with Police, Immigration and Customs is required
- A large percentage of the post-holder's responsibility involves dealing with the public

Safety Responsibilities

The post holder has the following general safety responsibilities:

- To comply with the relevant safety requirements and procedures outlined in the pertinent Aerodrome Manual and/or any Appendices thereof, including CIAA Safety Management Manual (SMM) and any other duly approved Manuals, Safety Directives, and Safety Advisories
- To apply system safety measures as required by safety management procedures and instructions
- To advise the Chief Safety Officer of any safety occurrence or system failure
- To identify and report any situation of potential risk or concern affecting system safety to the ORIA Airport Operations Control Centre, the CKIA Airport Manager and the ORIA ATC Manager
- Supporting safety audits as and when they occur
- Supporting safety investigations as and when they occur
- Complete an approved ICAO/IATA/ACI SMS Course or attend CIAA SMS Training Course each calendar year



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Safety Training & Education

As per Section 4 .1 of the CIAA SMS Manual (Vol. 2)

Additional Notes

- The post holder has authority in deciding on procedural matters relating to the effective implementation of security policies and airport regulations
- The post holder is not authorised to supersede instructions given by an Airport Operations Manager or Duty Officer
- Matters of policy would require the post holder to consult a senior officer.
- The post holder is required to deal with people who fail to adhere to airport regulations and security policies. These policies are laid down in airport regulations and security manuals.

Working Conditions

- Outdoors at times
- Abnormal hours, on a shift basis. May be called upon to work additional shifts or hours according to airport operational requirements.
- Training will be provided upon initial employment and at regular intervals thereafter. Attendance at all training programmes is mandatory and achieving a passing grade in all tests is a condition of continued employment.

Reviewed and Agreed by Employee:		Date (dd/mm/yyyy):	
Approved By Supervisor:		Date (dd/mm/yyyy):	
Reviewed/Updated By HR:		Date (dd/mm/yyyy):	