

Job Description

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|---------------------|--------------------------|------------------|-----------|
| Job Title: | Airport Security Officer | Job Category: | Security |
| Department/Group: | Airport Security unit | Job Code/ Req#: | 44 |
| Location: | ORIA /CKIA | Travel Required: | No |
| Level/Salary Range: | Level 1, 2, 3 | Position Type: | Full-Time |
| Job Holder: | | | |

Job Purpose

To provide security screening, processing, and searching of person(s), vehicles and items to Deter, Detect, and Defend person(s) and properties at airports in the Cayman Islands in order to prevent any act of unlawful interference against civil aviation in the Cayman Islands.

Dimensions

The post holder functions as part of a team whose primary responsibilities are to provide surveillance of and Deter, Detect and Defend 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. The Airport Security Unit is responsible for ensuring all Standard Operating Procedures and Response Standard Operating Procedures are effectively applied.

Role and Responsibilities

In accordance with the OTAR, OTAC and Airport Security Programme:

- The post holder must be able to effectively screen all baggage, cargo and mail via x-ray systems
- Be able to effectively screen all items and personnel via Explosive Trace Detection machines
- Be able to effectively and efficiently apply all Standard Operating Procedures (SOPs), Response SOPs, and Security Procedure Forms to ensure all duties and responsibilities remain in compliance.
- Pass Quality Control measures to support good governance
- Patrol airport buildings and airside and landside areas and provide surveillance so as to prevent acts of unlawful interference against Civil Aviation
- Be able to effectively screen all vehicles, personnel and supplies at external checkpoints in accordance with SOPs
- Provide efficient crowd control at airports, especially during airfield and airport events or emergencies
- Effectively enforce Landside Security requirements as directed by the Airport Security Programme and SOPs
- In the event of an accident or incident on the landside or airside, effectively secure the incident site
- Engage with customers and passengers in a manner that supports being an airport customer service ambassador
- Any other duties that may from time to time be assigned to the post holder

Qualifications and Education Requirements

- Minimum of GCSE passes in Science, Math, and English, or a similar diploma
- Level 1 (0 years of experience), Level 2 (1-3 years of experience) and Level 3 (4+ years of experience)
- Critical Thinking, being able to analyse and make informed decisions
- The ability to remain calm when under pressure
- Must have clear, concise and effective communication skills
- Be able to speak, read and write clearly and precisely in English
- The post holder must be able to pass the first (academic) phase of training to move forward to the next two phases
- Complete the second (on-the-job training) phase of a minimum of 40 hours within a 90-day period and be able to effectively apply learned x-ray competency screening techniques
- Complete the third (x-ray training) phase with a minimum passing grade of 80% for the National X-ray Competency Test
- Successfully complete monthly computer-based x-ray training
- Understand the practical application of vehicle and personnel searches
- Successfully complete annual training covering all three phases as mentioned above to retain employment
- Pass x-ray interpretation test
- Pass vision test for acuity and color blindness
- Pass initial pre-screening test
- Must be computer literate and be familiar with Microsoft Office
- Successfully complete annual Customer Service Training

Daily Work Conditions Require

- The post holder must be able to work long hours on shift as necessary, and/or may be called upon to work additional shifts or hours according to airport operational requirements
- Will work shifts, weekends and holidays
- Ability to consistently lift items up to 60 pounds in weight
- Must be physically fit enough to complete all work assignments and maintain the necessary level of fitness throughout their employment
- Must be able to work outside for long periods of time and in extreme weather when necessary
- Must be able to work in confined spaces for long periods of time
- Must be able to effectively interact with the public in a customer friendly environment

Assignment & Planning of Work

Assignment of duties follows established policies and guidelines

Supervision of Others

The post holder does not supervise other staff but is charged with 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 and Customs & Border Control is required.



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Safety Responsibilities

The postholder has the following 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 Systems (SMS) manual and 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 Management Officer of any safety occurrence or system failure and to identify and report any situation of potential risk or concern affecting system safety;
- Supporting safety audits as and when they occur; and
- Supporting safety investigations as and when they occur.

Safety Training & Education

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

Additional Notes

- Must be able to work effectively as part of a team
- Must be willing to support their colleagues and the Airport Security Unit
- Experience in dealing with customer complaints is desirable
- Experience in police, military or other security organisation is highly desirable

Working Conditions

- Abnormal hours, on a shift basis
- May be required to work additional shifts or hours, according to airport operational requirements
- Will work in inclement weather

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