



ST HELENA AIRPORT
HLE-1400-1420-HR-JBD-0006

Date: 2020-02-27

Rev: 1

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JOB DESCRIPTION – SECURITY OFFICER

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The Role

Reporting to the Security Supervisor, to undertake the aviation security duties relating to the prevention of Acts of Unlawful Interference in line with the Overseas Territories Aviation requirements (OTAR) 178; including the protection of aircraft, the airport premises, the public, crew members, property and assets. To provide assistance to vendors and visitors and is responsible for designated areas throughout the airport, or other locations when applicable, providing a high level of attention to customer service and ensuring all appropriate security measures are implemented.

Main Responsibilities:

1. To carry out specific duties relating to the appropriate assignment instructions for the designated areas as directed by the Security Supervisor and to mitigate the security risk to the airport, visiting aircraft and persons using the airport. Such responsibilities will include foot and mobile patrolling of the airport boundary's, gatehouse duties, guarding the premises, fire checks/inspections and access control and assisting in the control and validity of airport ID/Access Permits.
2. To contribute through the adherence to the security Standard Operating Procedures (SOP's) and assignment instructions for the general safety, security and upkeep of the airport; together with loss prevention by accident, theft, waste or neglect, as applicable to persons and property within the confines of the airport; or other such locations as are notified from time to time
3. To maintain the required logs and records in accordance with SOP's for designated areas, ensuring that all logs, reports, records, notebook entries etc. contain all the requisite information.
4. To comply with the National Civil Aviation Security Programme and OTAR 178 in all aspects of carrying out their daily duty. To ensure a high level of understanding with the Airport Emergency Programme and Contingency Planning
5. To ensure through adherence to procedures, assignment instructions, personal hygiene and appearance and dress etiquette that a professional image is portrayed of the security team.
6. To manage and control vehicular traffic at the VCP and ensure that vehicular, passenger screening and ID checks are carried out, in recognition to mitigating a threat to airfield security.
7. To attend training courses to achieve certification to operate all security equipment in accordance with the security SOP's and manufacturers guidelines; Implement security equipment tests, calibration and maintenance checks as required.
8. To undergo continuous training to remain compliant with security SOP's and the OTAR 178 Security Screener training syllabus

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9. to ensure that all required procedures are correctly implemented, ensuring that the appropriate persons are advised with the due degree of urgency.
10. To be thoroughly familiar with the geography of the airport including physical layout, tenant occupation, key personnel, building routines and all security related systems/equipment within the limitations imposed.
11. To be thoroughly familiar with, and to implement in conjunction with the Security Supervisor and Manager and as necessary, the emergency procedures for the designated area of responsibility.
12. To be thoroughly familiar with, and comply with, the Company's Health and Safety policy and to immediately report any hazards or infringements in compliance with the laid down instructions.
13. To ensure that all working areas are kept clean and tidy and all refuse and waste materials are removed as appropriate.
14. To carry out all duties in a courteous and diplomatic manner, rendering all possible assistance conducive with good security. Remaining alert, polite and tactful under all circumstances.
15. To identify and take immediate remedial action in the event of a public safety hazard.
16. To check and report all defects in accordance with instructions.
17. To assist with the general good house-keeping of the Airport or specific area.
18. To carry out the duties of Team Leader in the absence of a Leading Security Officer, assuming the appropriate responsibilities.
19. To carry out other reasonable duties as requested by Line Management within the Security Department, or designated representative.

Health Safety and Welfare Responsibilities

All staff are required to fulfil their legal duty to take reasonable care for the health and safety of themselves and others who may be affected by their acts and omissions, and to follow all guidance and instructions given in this respect.

Environmental Responsibilities

All staff are required to follow the Saint Helena Airport Environmental Policies for minimisation of waste and effective energy management as defined in the Environmental Manual and associated documents.

Quality Management Responsibilities

All staff are required to comply with Saint Helena Airport Quality Management System requirements detailed within Company Quality Manual, Policies and to ensure that all Procedures; Plans and Forms within are effectively implemented to meet the set Quality Management Standard.

Safety Management Systems

St Helena Airport promotes and maintain an open reporting "no blame" culture in order to ensure that hazards, incidents and unsafe working is reported without fear of reprisal. All

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personnel have the assurance of the CEO & Accountable Manager that no disciplinary action will be taken against any individual for reporting any unsafe practices or incidents. Reports can be made on the St Helena Airport Hazard Reporting Form found in the SMS Manual and at various locations in your work area.

Personal Specification:

1. Quality customer service experience is essential; applicants must be able to demonstrate customer service experience or recent security experience which should include: experience in patrolling, engaging with customers, guarding premises, access control, airport access traffic management, conflict management and excellent interpersonal skills.
2. Applicants must be honest, free of criminal convictions and where a criminal record is registered, the company will determine whether it is one or more of the disqualifying offences.
3. Individuals must be capable of demonstrating the ability to work in a disciplined environment and able to act either independently, work constructively with their colleagues and external partners whatever their background and to develop and deliver an effective service.
4. Individuals must have good standard of communication skills and possess a good standard of written and spoken English. Applicants should demonstrate sound interpersonal skills.
5. Individuals should demonstrate self-discipline, sound judgment, confidence, decisiveness, teamwork and conflict management.
6. Applicants must be customer focused and be dedicated to providing a high quality of customer service.
7. Applicants should be prepared to work outside, in all weather conditions and able to complete extended shift work where required.
8. The duties will include some form of strenuous physical activity. Therefore, the incumbent must have the ability to undertake such duties.
9. Applicants must be smart and well-groomed and display a professional image.
10. Applicants must demonstrate knowledge of the security industry.
11. Applicants will be screened by Back Ground Checks therefore must have a 5-year verifiable work history and be able to account for all gaps in employment.
12. Applicants must undergo a full medical check, be physically fit and satisfy a Colour Vision Test