



## Aviation Security Officer

This position description is designed to give an overview of the type of work and performance required for this role and may include other duties as required.

### Who we are as an organisation and what we are about

Everything we do is related to our **vision and purpose** – *a safe and secure aviation system - so people are safe and feel safe, when they fly.*

We will have the following **impacts**:

**Being safe** – fewer people die or sustain injury while participating in the aviation system.

**Feeling safe** – people’s choice to participate in the aviation system is not limited by perception of unsafe practices.

Our **pathways** to achieve this are:

**Leadership and influence** – through regulatory leadership we influence a safe and secure civil aviation system for New Zealand.

**Active regulatory stewardship** – we monitor and care for the civil aviation regulatory system through our policy and operational activities.

**Professional regulatory practice** – we act to identify risk and reduce it through intelligence-led intervention.

### Scope

**Reports to:** Team Leader (in Auckland, Wellington, Queenstown and Christchurch) / **Shift Leader** (in Dunedin and Invercargill)

**Group:** Operations Review

**Location:** Any airport in New Zealand that AvSec operates from

### Role Overview

To ensure correct action is carried out to protect Civil Aviation and prevent and or deal with breaches of aviation security and safety.

### Core Competencies

<p><b>Communicates Effectively -</b> Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences</p>	<ul style="list-style-type: none"><li>• Is effective in a variety of communication settings: one-on-one, small and large groups, or among diverse styles and position levels</li><li>• Attentively listens to others</li><li>• Adjusts to fit the audience and the message</li><li>• Provides timely and helpful information to others across the organisation</li><li>• Encourages the open expression of diverse ideas and opinions</li></ul>
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<b>Courage</b>	<ul style="list-style-type: none"><li>• Doesn't hold back anything that needs to be said.</li><li>• Provides current, direct, complete, and "actionable" positive and corrective feedback to others.</li><li>• Let's people know where they stand; faces up to people problems with any person or in any situation (not including direct reports) quickly and directly.</li><li>• Is not afraid to take negative action when necessary.</li></ul>
<b>Customer Focus</b>	<ul style="list-style-type: none"><li>• Is dedicated to meeting the expectations and requirements of internal and external customers.</li><li>• Gets first-hand customer information and uses it for improvements in products and services.</li><li>• Acts with customers in mind.</li><li>• Establishes and maintains effective relationships with customers and gains their trust and respect.</li></ul>
<b>Integrity and Trust</b>	<ul style="list-style-type: none"><li>• Is widely trusted.</li><li>• Is seen as a direct, truthful individual.</li><li>• Can present the unvarnished truth in an appropriate and helpful manner.</li><li>• Keeps confidences; admits mistakes.</li><li>• Doesn't misrepresent himself/herself for personal gain.</li></ul>
<b>Interpersonal Savvy</b>	<ul style="list-style-type: none"><li>• Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation</li><li>• Builds appropriate rapport.</li><li>• Builds constructive and effective relationships.</li><li>• Uses diplomacy and tact.</li><li>• Can defuse even high-tension situations comfortably.</li></ul>
<b>Perseverance</b>	<ul style="list-style-type: none"><li>• Pursues everything with energy, drive and a need to finish</li><li>• Seldom gives up before finishing, especially in the face of resistance or setbacks.</li></ul>

### Core Responsibilities

- Carry out pre-flight security screening and hold baggage screening of departing passengers and their baggage.
- Perform mobile, foot and static patrols in assigned areas.
- Carry out hazard inspections of runways and other operational areas including navigational installations which may endanger aircraft and where required, remove any hazard which may be causing danger.
- Issue temporary ID cards to persons authorised to wear them; complete documentation and recording/cancellation procedures.
- Carry out checks to ensure ID cards are displayed appropriately in security areas.



- Supervise movements of passengers, organisation employees, aircraft and vehicles in aerodrome movement areas to ensure safety is not compromised.
- Escort vehicles and persons in operational areas when required.
- Control access points as required.
- Attend to any incidents that come to the attention of the officer.
- Report all serious incidents to the appropriate supervisor and record such incidents that have occurred during the period of duty.
- Provide immediate response to any call for assistance from the pilot or crew of any aircraft.
- Prevent breaches of aviation security and safety in the area assigned and attend to any such matters which come to the notice of the officer.
- Liaise with and assist other agencies.
- Carry out operation room watch and all relevant administrative duties.
- Carry out all duties that are assigned by the supervisor or officer in charge.
- Adhere to all regulations and relevant Aviation Security legislation, Aviation Crimes Act, ICAO annex 17 and the Civil Aviation Act.
- Keep current with local instruction and policy and maintain a good knowledge of contingency plans, relevant law and practices.
- Refer all requests, applications or other matters affecting the Service which cannot immediately be dealt with by the officer to the supervisor or officer in charge.
- Comply with all Avsec Health and Safety policies and procedures.
- Comply with the Aviation Security Exposition document and Aviation Security Service Code of Conduct.
- Carry out work and conduct interpersonal relationships in a way that supports the Authority's commitment to the principles of Diversity and Inclusion and the Treaty of Waitangi.
- Contribute to, maintain knowledge of, and practices Health and Safety processes and initiatives.

### Outputs

- Security and safety is not compromised
- ID cards are issued and displayed appropriately
- Customers are dealt with in a respectful and professional manner
- Legislation and Avsec policies and procedures are complied with
- Health and safety requirements are met
- Relationships with stakeholders are maintained

### Outcomes

- People and property relating to the aviation environment are safe.



- The Authority is a safe workplace and meets legislative standards.

### Skills and Experience to be Successful

- Awareness of excellence in customer service
- Willingness to work in a flexible manner in a changing environment
- Knowledge of an airport and/or security environment
- Experienced in dealing with the public
- Experience in or the ability to understand and apply legislation in a practical, common sense manner
- Empathy with different cultures
- Experience in or acceptance of working in a 24 hour, 7 day a week rotating shift worker environment
- Strong verbal and written English skills
- Competent working knowledge of the Aviation Security Service statutory and rules framework, in particular the Civil Aviation Act and pursuant regulations, CAA rules, National Aviation Security Programme and ICAO Annex 17 requirements
- Strong Interpersonal skills
- Commitment to the principles of quality management and best practice

### Health and Safety

- Comply with the Health and Safety in Employment Acts (1992 and 2002)
- All employees of the Aviation Security Service shall take all practicable steps to ensure:
- Their own safety while at work (including using suitable protective clothing and suitable protective equipment provided by the Aviation Security Service).
- That no action or inaction by an employee of the Aviation Security Service while at work causes harm to any other person.