



NORWICH AIRPORT LTD

JOB DESCRIPTION

JOB TITLE: AVIATION SECURITY OFFICER

DEPARTMENT: SECURITY

SHIFT TYPE: DAY OR NIGHT SHIFTS AVAILABLE

SHIFT TIMES:

- DAYS: Typically 4-9 hours per shift (up to 12hrs per shift, anytime between 0400-2200).
- NIGHTS: 2200-0600
- Flexibility required.

REPORTS TO: AIRPORT SECURITY MANAGER

MAIN SCOPE & FUNCTION OF JOB:

To maintain aviation security standards ensuring the safe and effective screening of passengers, staff, contractors, baggage, airport supplies, and airport users in accordance with Department for Transport directives, and to provide general security for airport property.

KEY DUTIES and RESPONSIBILITIES:

- Screening all passengers and staff for prohibited articles, restricted articles, and any other article that may pose a threat to the safety or security of an aircraft, the airport, or the people within them, with the use of equipment such as x-ray machines, security archways, hand held metal detectors, explosive trace detection equipment, and manually searching by hand where necessary.
- To become a qualified x-ray screener by successfully passing the Digital National X-ray Competency Test within the first 6 months of employment, and to stay up to date with recurrent training standards thereafter.

**To achieve X-ray competency within the first 6 months is a condition of employment.*

- Controlling access into airside areas and security restricted areas, including checking identification and/or other travel documents for all passengers, staff, and other airport users requiring access.

- Controlling vehicular access into airside areas and security restricted areas, including searching vehicles as required.
- Completing and maintaining documentation accurately and effectively, including reading and adhering to security notices, and reporting any incidents that may have occurred.
- Responding to and assisting with emergency situations such as aircraft emergencies, terminal evacuations, and security incidents.
- Carrying out patrols, both on foot or in a vehicle, to ensure that patrolled areas are free from prohibited articles, unauthorised persons, and to detect and deter against unlawful interference.
- Attending and investigating reports of any unattended baggage and / or items.
- Escorting visitors and contractors working in airside areas and security restricted areas.
- Meeting training requirements, including refresher training where required, and meeting performance targets and goals both as an individual and as a team.

KNOWLEDGE and EXPERIENCE:

Essential:

- Must be able to pass a basic medical examination to determine lack of colour blindness.
- Must have no unspent criminal convictions.
- Be of smart appearance and good bearing.
- Have a verifiable work history of at least 5 years to meet Department for Transport regulatory requirements.
- Have a valid, clean, and full UK driving licence.

Desirable:

- Experience of working within the Aviation and/or Security Industry.