Job Description:	**Part time Airport Security Officer**
Responsible to:	Security Duty Officer
Department:	Security
Contract:	Permanent part time – 04:00 – 09:00hrs
Hours:	Circa 20 hours per week
Salary:	Hourly rate - £8.32.

Purpose of Job:
To maintain aviation security standards ensuring the safe and smooth transition of passengers, staff and airport users in accordance with the Department for Transport Directives, and to provide general security for all Airport property.

Key Duties and Responsibilities:

1. Staffing key Security functions within the terminal building.
2. Body and bag searching of staff and passengers.
3. Controlling of access, checking identification or travel documents for all passengers, staff & airport users requiring access.
4. Resolve queries from customers and assist them with their journey through their airport.
5. Responding to emergencies such as terminal evacuations, security incidents etc.
6. Carry out patrols of the airside/landside areas to ensure locations are secure.
7. Dealing with any unattended baggage.
8. Aircraft guarding and escort duties within the Critical Part.
9. Enforcement of the airport byelaws by foot patrols of all airport property.
10. Assisting passengers with their general enquires.

Knowledge and Experience:

Essential:

- Be physically fit.
- Must be able to pass a basic medical examination (sight, hearing, smell detection).
- Have no previous criminal convictions.
- Be of smart appearance and good bearing.
- The ability to read and understand written instructions, and to write reports.
- Must complete basic aviation security training and undergo refresher training to retain Qualified Security Staff status.
- Must complete Department for Transport x-ray competency test.
- Have a checkable work history of at least 5 years in order to meet Department for Transport Regulations.
- Experience of working within the Aviation and/or Security Industry or the Customer Service Industry.
- Excellent customer service

Desirable:

- Driving license.

Role competencies	Activities
Communication	• Ability to listen actively to others.
	• Consistently checks understanding of communication by questioning or requesting feedback.
	• Has the ability to recognise the potential sensitivity of the communication and exercise good judgement in how the content is presented.
	• Communicate in a clear and concise manner in a format appropriate to the recipient.
	• Consistently produces reports that are clear and concise using appropriate language and presentation.
	• Demonstrate an awareness of non-verbal language and using it appropriately to support and emphasise oral communication.
Customer Focus	• Understanding of who the customer is (internal and external)
	• Actively listen to the customer, using feedback and questioning to understand their needs.
	• Demonstrate empathy and understanding of customers needs.
	• Ability to deal with variety and difficult situations/customers.
	• Act consistently with routines and procedures when dealing with customer.
Team Focus	• Supports team objectives, committed and willing to compromise own views in order to achieve this.
	• Understanding of own role in the team and an appreciation of the roles of other team member.
	• Appreciates the importance of diversity within the team, the strengths and limitations of each team member.
	• Consistently provides support to team members, share information/idea and communication with other team member to ensure common understanding.
	• Earns respect, trust and respect from other team members.
Personal Responsibility & Credibility	• Receptive and accepting to change.
	• Willingness to go above and beyond to resolve issues and delight customers
	• Suggests, develops & implements practical and/or innovative solutions in order to resolve problems.
	• Always acts in accordance with values and professional standards.
	• Willing to learn new skills, try new ideas and initiatives.
Achieving Results	• Observation Skills - Active awareness & assessment of surroundings, activities & people. Takes appropriate & consistent action.
	• Ability to Follow Instructions - Acts in accordance with policy & procedures.
	• Attention to Detail - Quality, Commitment, Timeliness, Seeks support/advice.
Business & Financial Awareness	• Ability to demonstrate knowledge and understanding of personal, team and company objectives.

COMPETENCIES REQUIRED FOR THE ROLE:

1 – Basic
2 – Intermediate
3 – Advanced
4 – Expert

COMPETENCIES	LEVEL REQUIRED FOR POST
Communication Structures and conveys ideas and information effectively. Communicates to ensure they are understood by others, that they understand others and to influence others	**2**
Customer Focus Understands what the customer needs and then works to exceed their expectations and meeting their individual needs.	**3**
Leadership Has a clear vision of where they want to bring people to work effectively with them to deliver this vision and gives clear feedback and development opportunities to optimise performance	**1**
Business & Financial awareness Understands the business and makes sound commercial judgments	**1**
Achieving results Knows what needs to be achieved by when. Anticipates obstacles. Motivates self and others to overcome barriers and achieve results	**2**
Personal Responsibility & Credibility Take personal responsibility for making things happen and achieving results. Displays commitment, accountability and conscientiousness. Acts with integrity.	**3**
Strategic Perspective Addresses issues with a broad view to achieve the organisation's goals. Thinks beyond the immediate and prepares for the future	**1**
Planning & Organising Identifies a goal and puts in place a sequence of steps to ensure priorities are delivered on time, make effective use of resources	**1**
Team Focus Develops effective working relationships inside and outside traditional boundaries to achieve organisational goals. Breaks down barriers between groups and involves others in discussions and decisions	**3**

REHABILITATION OF OFFENDERS ACT 1974

The following is an extract from the Rehabilitation of Offenders Act to explain the term 'unspent convictions'.

WHAT IS THE ACT?

The Rehabilitation of Offenders Act was introduced to enable criminal convictions to be 'spent' or forgotten after a period of rehabilitation. After this period, with some exceptions, an offender will not normally be obliged to mention the conviction when applying for a job, obtaining insurance or when involved in other criminal legal proceedings.

HOW LONG IS THE REHABILITATION PERIOD?

The period of rehabilitation will depend upon the sentence given, not the actual time served in custody.

	SENTENCE	PERSONS 17 OR OVER WHEN CONVICTED	PERSONS UNDER 17 WHEN CONVICTED
1	2½ years or over	Never	Never
2	6 months to 2½ years	10 years	5 years
3	Less than 6 months	7 years	3½ years
4	Fine or Community Service Order	5 years	2½ years
5	Absolute discharge	6 months	6 months
6	Youth Custody (under 21)	7 years	7 years
7	Detention (under 21)	3 years	3 years
8	Probation, conditional discharge or bind-over	1 year or until the Order expires	
9	Attendance Centre Order	1 year after the Order expires	
10	Hospital Orders	5 years, or 2 years after the order expires - whichever is the longer period	

HOW DOES THIS AFFECT ME?

If you have been awarded any of the sentences shown and the period of rehabilitation has been completed, your sentence is regarded as having been 'spent' and need not be declared. If it has not been 'spent' then it must be included on your declaration form.