

Job Description

Job Title:	Department:	Reports To:
Aviation Security Compliance Co-Ordinator	Terminal Operations	Airport Security Manager

1. Job Purpose Statement

Responsible for supporting in the development and administration of operational security compliance, monitoring all aspects of security, compliance across the airport operation. To ensure the Company meets its obligations for compliance under the National Aviation Security & Training Programmes (NASP/NASTP).

To coordinate and close off any Compliance or Operational issues which may arise from internal and external audit processes.

2. Principal Accountabilities

2.1. To support the security team to delivery operational compliance to a high standard, ensuring we build a culture of best practices.

2.2. To provide support to the Security Manager and to implement and oversee the Quality Assurance Programme to enable a dynamic approach as to how compliance standards are delivered.

2.3. To provide full oversight of the AvSeC audit schedule for ensuring compliance with regulations.

2.4. To support, Investigate, review and manage all Security Occurrence reports (SORs) to ensure continuous improvement, learnings are implemented.

2.5. To undertake regular checks, reviews, inspections, and audits of the security, training departments and ID Unit, reporting to management concerns about risk, vulnerabilities, and other security exposures, including misuse of Security Operating Procedures and non-compliance.

2.6. To review and provide recommendation guidance and communication of any legislative change requirements from the DfT and CAA or other regulatory bodies, ensuring adequate operating procedures are created and continually reviewed.

2.7. To provide support to the Security Manager with the ongoing implementation and management of the Security Management System (SEMs) in accordance with DfT and CAA direction.

2.8. Support in the maintenance of the LJLA Corrective Action Plan.

- 2.9. Where external non-compliance is identified, support the Security Manager in investigations and recommend corrective action where necessary and perform checks to ensure rectification processes are in place and working effectively.
- 2.10. Where internal non-compliance is identified, support the Security Manager to carry out remedial action and provide feedback as part of the Airport's rectification response.
- 2.11. To support and drive key relationships with the regulators to ensure a positive working relationship to discuss and action feedback on compliance matters.
- 2.12. To develop strategies and plans to enforce security regulatory requirements, and address identified risks.
- 2.13. To provide analysis, accurate reporting and presentation of training and compliance data security audit related findings as necessary.
- 2.14. To provide support in relation to security equipment maintenance records ensuring they are accurate and up to date.
- 2.15. Update and communicate Security Instructions and Security Operating Procedures as required.
- 2.16. To be responsible for the ordering of security consumables and raising of purchase orders and invoices
- 2.17. To be responsible for registering new CTC applications and managing the department's CTC extensions and ID pass renewals.
- 2.18. Attend the Security Committee Meeting and Risk Advisory Group to take accurate notes, preparing detailed minutes and circulating them in a timely manner.
- 2.19. To provide support to the Security Manager on all AvSec quality control administration duties.
- 2.20. Working on initiative and to be proactive in forward planning, delivering fast paced responses to tight deadlines.
- 2.21. Any other ad-hoc duties which may occur from time to time and are considered to be within the post holders' capability, to ensure business continuity.

3. Additional Responsibilities

Safety

Whilst at work the postholder will be expected to comply and co-operate with the company's Safety Management System (SMS) and is reminded of the employee's responsibilities as detailed in Sections 7 & 8 of the Health and Safety at Work Act 1974. The post holder will:

- Take reasonable care of the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work.

- Co-operate with the Company management so far as is necessary in order that the Company can carry out its statutory duty under the Health and Safety at Work etc. Act 1974 and all relevant statutory provisions.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- In addition, the postholder will comply with the more specific requirements contained within the Safety Management System and associated documents.

Environmental

Whilst at work the post holder will be expected to take into consideration how their individual and collective actions may affect the Airport Company's overall sustainability objectives and compliance with environmental guidance and legislation.

- Take responsibility for their actions and co-operate with the Airport Company management so far as possible to minimise and prevent the potential pollution of the local environment.
- Not to intentionally or recklessly interfere with or misuse equipment that may lead to a pollution incident, or act in a manner that is not consistent with the airport's overall environmental/sustainability objectives.

Security

Whilst working at the airport, security is a responsibility of every employee. It is everyone's duty to:

- Monitor and report any persons: loitering in or around restricted areas, taking an interest in CCTV cameras, closely watching staff movements, appearing highly agitated or nervous.
- If something doesn't feel right, trust your instinct, and report it to a member of security.

4. Organisation Chart



5. Additional Information

To reflect the changing needs of the business, all job descriptions are subject to regular review and the Company reserves the right to make reasonable adjustments to such job descriptions as required.

If you consider any such adjustment to be unreasonable, you may appeal against the decision using the Company Grievance Procedure, details of which can be found on the People Page.