



# Norwich Airport

Part of Regional & City Airports

## NORWICH AIRPORT LTD

### JOB DESCRIPTION

**JOB TITLE:** AVIATION SECURITY OFFICER

**DEPARTMENT:** SECURITY

**SHIFT TYPE:** DAY OR NIGHT SHIFTS AVAILABLE

**SHIFT TIMES:** DAYS- 3 DAYS 0400-1300/ 3 DAYS 1300-2200 (PM shift time may vary) FOLLOWED  
BY 3 DAYS OFF

NIGHTS- 6 NIGHTS 2200-0600 FOLLOWED BY 3 NIGHTS OFF

**REPORTS TO:** AIRPORT SECURITY MANAGER

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#### MAIN SCOPE & FUNCTION OF JOB:

To maintain aviation security standards ensuring the safe and effective screening 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:

- Screen all passengers and staff passing through the Archway Metal Detectors, manual body searching where necessary, supported by use of explosive trace detection and hand-held metal detectors.
- To become qualified to X-ray screen by successfully passing the national x-ray screening 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.*

- Screen items via x-ray, explosive trace equipment and manual search, to ensure that no prohibited articles are taken airside which could endanger aircraft, passengers, and crew.

- Controlling of access into airside, checking identification or travel documents for all passengers, staff and airport users requiring access.
- Search vehicles that require entry airside.
- Read and adhere to security notices, completing documentation clearly and concisely on any incidents that may have occurred.
- Responding to and assisting with emergency situations such as aircraft emergencies, terminal evacuations and security incidents.
- Carry out patrols (vehicle and on foot) to ensure that the locations are secure (i.e. any suspicious persons identified, and their presence is justified, doors are secure, etc.)
- Attending to and investigating reports of any unattended baggage.
- Escort duties for visitors and contractors working airside.
- Meet performance targets and goals both as an individual and a team.

#### **KNOWLEDGE and EXPERIENCE:**

##### **Essential:**

- Must be able to pass a basic medical examination to determine lack of colour blindness
- 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 Regulations.
- Have a valid, clean full UK driving licence

##### **Desirable:**

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