



## JOB DESCRIPTION

<b>Job Title:</b>	Chief Airport Security Officer
<b>Division:</b>	Operations
<b>Responsible To:</b>	Executive General Manager Operations
<b>Responsible For:</b>	2 Direct reports, 30 indirect reports
<b>Job Purpose:</b>	To ensure the effective management of the Airport Security Services and its associated functions in a cost-effective manner and complying with Cook Islands Civil Aviation rules Part 140 and other relevant legislations and programs.
<b>Job Band:</b>	Band - I
<b>Date updated:</b>	APRIL 2023

### TO TATOU ORAMA E TE AKAKORO`ANGA – OUR VISION AND MISSION

<b>Te Orama – Our Vision</b>	<b>Te Akakoro`anga – Our Mission (Purpose)</b>
<p>“E kaveinga tumanava no te Pasifika ki roto i te Tu`anga Tau-Manureva”</p> <p><i>Leading the Pacific way in Airports</i></p>	<p>Kia rauka te turanga meitaki roa atu na roto i te:</p> <ul style="list-style-type: none"> <li>• Akonoanga i to tatou aronga angaanga</li> <li>• Akatupuanga i te meitaki e te au</li> <li>• Turanga moni matutu</li> <li>• Akatinamouanga i te turanga akapouanga moni kore</li> <li>• Akonoanga i te aorangi i roto i tatou au angaanga</li> </ul> <p><i>To achieve excellence in:</i></p> <ul style="list-style-type: none"> <li>• <i>Investing in our people</i></li> <li>• <i>Improving on Safety and Security</i></li> <li>• <i>Financial Stability</i></li> <li>• <i>Adopt cost-effective practices</i></li> <li>• <i>Implement environmentally sustainable operations</i></li> </ul>

### ORGANISATIONAL STAFFING STRUCTURE



### KEY RESULT AREAS (KRA'S)/OUTPUTS



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KRAs for this position (maximum of 6)	Key Performance Indicators (use SMART principles)
<p><b>KRA 1: Strategic Management &amp; Planning</b></p> <ul style="list-style-type: none"> <li>• Translate Strategic Goals and objectives to the section's business plan objectives</li> <li>• Develop the section's business plan supported by a cost-effective Budget</li> <li>• Develop strategies to improve the management of the division and the execution of the division's services.</li> <li>• Monitoring the section's performance as per its business plan, discuss with staff and take corrective or remedial actions as needed.</li> <li>• Develop strategies to improve the operations and management of the section during Business Plan process.</li> <li>• Manage implementation plans for approved infrastructure extensions and expansions as soon as the budget has been approved.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Clear and correct translation of strategic goals and objectives into the division's business plans.</li> <li>• A good business plan for the division supported by a cost-effective budget.</li> <li>• Strategies for improving the operations and management of the division are developed, documented and implemented.</li> <li>• Section's performance is as per its business plan. Take corrective or remedial actions as needed.</li> <li>• Strategies are developed during the Business plan process to improve operations.</li> <li>•</li> </ul>
<p><b>KRA 2: Compliance- Cook Islands Civil Aviation Rule Part 140</b></p> <ul style="list-style-type: none"> <li>• Ensure compliance with the Cook Islands Civil Aviation Rules Part 140 before and after every audit including when reviewing the Exposition.</li> <li>• Ensure ID Card system is managed effectively.</li> <li>• Documents and records maintenance.</li> <li>• New recruit certification</li> <li>• Ensures continuous review of the Airport Security Program (ASP)</li> <li>• Ensure coordination and management of the Airport Security Committee (ASC)</li> </ul>	<ul style="list-style-type: none"> <li>• Compliant with the Rule Part 140.</li> <li>• Effective management of ID Card system.</li> <li>• Ensures the training, competency, validation and revalidation requirements of Airport Security staff are carried out, maintained and reviewed.</li> <li>• Ensures that all aviation records and other documents under the responsibility of the section are maintained, reviewed, followed and kept up to date at all times.</li> <li>• Ensures all new recruits are trained and certified within 3 months from date of commencement.</li> <li>• ASP program is updated.</li> <li>• ASC meetings are coordinated and meetings held as planned. Records of meetings are kept.</li> </ul>
<p><b>KRA 3: Organising</b></p> <ul style="list-style-type: none"> <li>• Ensuring that the services provided by the section are effective and efficient.</li> <li>• Ensure workplans are developed and deadlines are met.</li> <li>• Consult with the EGMO and be a part of the meetings regarding innovative resources and equipment needs of each division before and during the Business plan process.</li> <li>• Ensuring that approved innovative resources identified in Airport Security are</li> </ul>	<ul style="list-style-type: none"> <li>• A survey of the services provided by the section to other divisions confirms that the services provided are effective and efficient. Recommendations sent to the HR &amp; CEO through EGMO.</li> <li>• Workplans developed and deadlines met. Reports of meetings recorded.</li> <li>• Attend meetings regarding innovative resources/equipment.</li> <li>• Action approved innovative resources identified for Airport Security before and during the business plan process</li> </ul>



## JOB DESCRIPTION

<p>followed through and actioned to improve the performance of the Airport Authority systems before and during the business plan process.</p> <ul style="list-style-type: none"> <li>• Consult with the EGMO and be a part of the meetings regarding technological needs of each division before and during the Business plan process.</li> <li>• Ensuring that approved innovations identified in airport security are followed through and actioned to improve the performance of the Airport Authority systems before and during the business plan process.</li> </ul>	<ul style="list-style-type: none"> <li>• Attend meetings regarding innovative resources/equipment.</li> <li>• Action approved innovative resources identified for Electrical services before and during the business plan process</li> </ul>
<p><b>KRA 4: Team Performance</b></p> <ul style="list-style-type: none"> <li>• Ensure that succession plans are developed and resourced for the section.</li> <li>• Develop and implement performance development plans for direct reports.</li> <li>• Establish the staffing requirements of the section during business plan process.</li> <li>• Carry out training programmes for direct reports during business plan process and budgeting.</li> <li>• Develop JDs of direct reports as required and review annually before business plan process and budgeting.</li> <li>• Encourage and motivate staff to perform to the best of their abilities by holding retreats/activities</li> <li>• Ensure all staff are aware of HR policies, Code of Conduct.</li> <li>• Organise Sections workplans ensuring completion of work.</li> <li>• Plan and meet with staff as frequent as once a week to keep on top of things.</li> <li>• Plan and meet with EGMO to provide weekly updates and progress.</li> <li>• Ensures all equipment utilised for security screening purposes are fully operational, tested and maintained to the required standard.</li> <li>• Ensure that Airport Security Service documents are maintained, reviewed, followed and kept up to date at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Succession plan in place, person identified for Manager position, training plans developed and budgets reflect training costs.</li> <li>• PDPs for direct reports carried out as required meeting the Planning (May/June), Mid-cycle (Dec/January) and Final Review by (May/June) and sent to HR on the set dates</li> <li>• Staff requirements are identified recommendations made to HR and CE.</li> <li>• Training programs identified, funded and implemented for direct reports and staff.</li> <li>• JDs developed when required and reviewed annually.</li> <li>• Staff PDP's reflect good performance and staff interviews confirm motivation and encouragement by the Manager.</li> <li>• HR policies, Code of Conduct are read, understood and signed.</li> <li>• Section's work plans are followed and completed.</li> <li>• Weekly meetings are carried out with staff to keep on top of things. Report of meetings recorded.</li> <li>• Weekly meetings held with EGMO. Report of meetings recorded.</li> <li>• Equipment utilised for security screening purposes are fully operational.</li> <li>• Documents maintained, reviewed, followed and kept up to date.</li> </ul>
<p><b>KRA 5: Financial Control</b></p> <ul style="list-style-type: none"> <li>• Ensure the Section operates and remains within its budget and where opportunities to save costs are presented by providing</li> </ul>	<ul style="list-style-type: none"> <li>• Section operating within budget. Take opportunities to save costs while providing the same standard of services.</li> </ul>



## JOB DESCRIPTION

<p>the same standard of services in a more economical manner, discuss these with staff and take advantage of these opportunities.</p> <ul style="list-style-type: none"> <li>Monitoring the monthly financial performances of the division, check deviations and take corrective or remedial actions as needed</li> <li>Monitoring the section's performance as per its business plan, review, discuss with staff and take corrective or remedial actions as needed.</li> </ul>	<ul style="list-style-type: none"> <li>Annual and three yearly capital forecasts provided to the CEO in January together with the financing plans for major capital items.</li> <li>Actual monthly performances of budgets within or below projections.</li> <li>Evidences of corrective or remedial actions taken where deviations from the budget or business plans were noted.</li> <li>Reviews of cost are made to improve efficiencies.</li> </ul>
<p><b>KRA 6: Section Reporting</b></p> <ul style="list-style-type: none"> <li>Report to the EGMO any significant issues in the division that would require his attention or would need him to be aware of it.</li> <li>Report the performance of the section to the EGMO on a monthly basis.</li> <li>Report to the EGMO technological innovations that would significantly improve the performance of the services and the organisation including the costs to acquire and implement and the benefits expected.</li> </ul>	<ul style="list-style-type: none"> <li>Significant issues reported to EGMO in a timely (first to know) with a (no surprises approach).</li> <li>Monthly section performance reports submitted to EGMO</li> <li>Innovations including the costs to acquire and implement and the benefits expected reported to the EGMO.</li> </ul>

Indicate most challenging problem-solving duties typically undertaken (3-4 examples):	
1	Developing Strategic goals and objectives into the section's business plan
2	Compliance and adapting to new requirements of Rule Part 140
3	Reviewing and implementing of ASP standards
4	

### WORK COMPLEXITY

### AUTHORITY

Authority levels expressed in terms of routine expenditure, granting loans, and recruiting and dismissing staff. (Explain the authority if any)

<b>Financial</b>	Yes, as per approved budget
<b>Staff</b>	Yes, Performance Management
<b>Contractual</b>	No

### FUNCTIONAL RELATIONSHIPS

The requirement for human relations skills in dealing with other personnel and external contacts. (List the external and internal types of functional relationships)



## JOB DESCRIPTION

<b>Internal</b>	<b>Nature of Contact</b> (Heavy, Medium, Light)	<b>External contacts</b>	<b>Nature of Contact</b>
CEO	<b>Light:</b> Provide information and advice	Supplier	<b>Medium:</b> Source equipment
EGMO	<b>Heavy:</b> Provide and receive information and advice pertaining to Airport Security Operations	Auditors	<b>Medium:</b> Consultations, keeping up with CAOR Part 139 and Part 140
Senior Management	<b>Light:</b> Courtesy	Airline Representative	<b>Light:</b> Inquiries and advice
Managers	<b>Medium:</b> Provide and receive information pertaining to Airport Security Operations	Government agencies	<b>Light:</b> Inquiries and advice
Line Staff	<b>Medium:</b> Courtesy, day to day operations. Provide and receive information pertaining to Airport Security Operations.	Consultants	<b>Light:</b> Inquiries and advice
Other Staff and Divisions	<b>Light:</b> Courtesy		

### QUALIFICATIONS (OR EQUIVALENT LEVEL OF LEARNING)

Level of education required to perform the functions of the position. This combines formal and informal levels of training and education.

<b>Essential: (least qualification to be competent)</b>	<b>Desirable: (other qualifications for job)</b>
Bachelor's Degree in Management	MBA



## JOB DESCRIPTION

### EXPERIENCE

The length of practical experience and nature of specialist, operational, business support or managerial familiarity required. This experience is in addition to formal education.

Essential: (least number of years to be competent)	Desirable: (target number of years you are looking for)
At least 5 years work experience in airport security and management.	At least 7 years' experience in airport security and management.

### KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
<b>Expert</b>	Good awareness and understanding with all applications of the skill/knowledge in Airport Security. Would be recognised by others as an expert in this skill/could be expected to train others in this skill.
<b>Advanced</b>	Good understanding of skills/knowledge area. Able to pass on skills in this area. Recognised by colleagues as having proven skill/knowledge in this area.
<b>Working</b>	Sufficient skill to apply to a day-to-day operation in a fluctuation environment/does not require supervision for routine tasks
<b>Awareness</b>	Good understanding of skill/knowledge area of human resources.

### CHANGE TO JOB DESCRIPTION

Changes to the Job description may be made from time to time in response to the changing nature of the Agency work environment - including technological or statutory changes.

#### Approved:

\_\_\_\_\_

Chief Executive Officer

\_\_\_\_\_

Date

\_\_\_\_\_

Employee

\_\_\_\_\_

Date