



SECURITY ADMINISTRATION OFFICER

Sept 2018 version

Company	Biggin Hill Airport Limited
Department	Security
Location	Biggin Hill Airport
Role reports to	Security Manager (Ground Operations Manager)
Line management responsibility	N/A
Job grade	[tbc]

Job summary

This is a responsible position within Biggin Hill Airport's Security department. It involves the daily management of the airport security office and administration of the airport pass system. This will include the issue and collection of passes to Biggin Hill Airport employees and contractors as well as the relevant liaison with various tenants and companies on the airfield who also require security passes.

The role holder will also collate and manage the administration of training records and arrange subsequent staff training schedules in relation to security regulations. Ownership of the receipt and dissemination of all security related notifications will also form part of the role as well as auditing tenant's security documentation in line with regulatory requirements. This will require building and maintaining effective working relationships with a wide range of people, both at Biggin Hill Airport Ltd and key contacts within tenant companies which may also include air crew and airport visitors.

Whilst the primary purpose of the role is to manage the administration of the Security department, the role holder is also expected to take part in all general security duties, working across all areas of the airport. This is a full-time position.

Job requirements and responsibilities

Communication	<ul style="list-style-type: none">• Liaison with the relevant security inspectorate• Liaison with airport tenant companies regarding security• Liaison with key tenancy contacts to ensure comprehension and compliance with airport security procedures and meet the current UK regulations• Establish and maintain good relationships and lines of communication with airport tenants and other airport users• Reporting any issues to the Security Manager• Ensuring that the Security Supervisor is advised of any security equipment or vehicle maintenance requirements• Make enquiries and submit written reports regarding incidents as advised by the Security Supervisor and/or in accordance with airport security procedures
Service delivery and outputs	<ul style="list-style-type: none">• Carry out all security administrative functions and manage the day to day security office tasks in an effective and organised



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	<p>manner</p> <ul style="list-style-type: none"> • Issue, control and recall airport security passes • Collection and dissemination of security information • Carry out general security duties as required, in line with operational requirements • Effective management of all security training records • Safeguard the airport's main entrance and other entry points, ensuring that only authorised persons are allowed access on to airport property • Carry out duties for aviation security purposes including: passengers, baggage, staff and other airport workers, aircraft, buildings and vehicles operating security equipment in compliance with the regulator • Carry out airport patrols both in and out of the airport perimeter • Ensure contractors working on the airport are properly supervised and that new employees are accompanied as required by current regulations • Maintenance of the security pass system to ensure that passes are issued promptly when requested and reissued in a timely way to ensure continuity • Working with tenant companies to ensure they meet current regulations • To maintain safety management records using the Company system, Centrik • Manager and administer Counter Terrorist Checks and Criminal Record Checks in accordance with the necessary regulatory body
<p>Planning and organisation</p>	<ul style="list-style-type: none"> • Management of the security training program
<p>Records, analysis and documents</p>	<ul style="list-style-type: none"> • Operate and analyse the company CCTV system including storage of footage • To manage and control the relevant personnel checks as required by current regulations • Recording security training and security testing results • Keeping a schedule of security equipment and serviceability records as appropriate

<p>Key performance indicators</p>	
	<ul style="list-style-type: none"> • All administrative systems are accurate and up-to-date • Security procedures are always followed ensuring compliance with regulations and instructions

Note: Every effort has been made to make this job description as complete as possible. However, it in no way states or implies that these are the only duties you will perform. The omission of specific statements of duties does not exclude them from the position and you may be required to undertake other roles / duties if needed.



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- Customer feedback both internally and externally

Skills, qualifications and expertise

- Sound business writing and reporting skills
- Ability to maintain employee files and electronic systems
- Solid understanding of MS Office to include Outlook and Excel
- Familiarisation with a secure airport environment
- Experience of a customer facing role
- Full UK driving licence
- Full 5-year background check for CTC to include employment, self – employment, education and benefit claims)
- 5-year UK address history
- Valid photo ID

Key competencies required

This role will suit someone who:

- Is dependable
- Is organised, detail-oriented and time and solutions focused
- Is entirely trustworthy, can represent the company in a professional manner and is discreet
- Can work independently where appropriate and in a team.