

**POSITION DESCRIPTION****PART 1 – POSITION DETAILS**

<b>Position Title:</b>	Airport Protection Officer (Part Time)
<b>Classification Level:</b>	QLGIA (Stream A) Division 2 – Section 1 - Level 2 Band 1
<b>Industrial Instruments:</b>	Torres Shire Council Certified Agreement 2019
<b>Date prepared/ Updated:</b>	March 2023
<b>Position Purpose:</b>	<p>This Airport Protection Officer (APO) supports the passenger screening process as a member of a security team at screening-controlled check points . The role encompasses the screening of persons, their personal effects and baggage; and the smooth operation of the screening checkpoint.</p> <p>As part of a security screening team, the APO role performs a crucial function within the Australian Aviation Security Program enabling the efficient, safe, and effective delivery of the screening operations and creating an exceptional 'customer experience'.</p>
<b>Reports To (Position Title):</b>	Airport Manager
<b>Roles Reporting to This:</b>	Nil
<b>Key Relationships / Interactions:</b>	<ul style="list-style-type: none"><li>• Airport Manager</li><li>• Security Contact Officer</li><li>• Aviation Industry Participants</li><li>• Office of Transport Security AMS</li><li>• Airport Contractors</li><li>• Members of the public and passengers</li></ul>
<b>Decision Making Authority:</b>	<p>The Chief Executive Officer, in accordance with the provisions of the <i>Local Government Act 2009</i>, will delegate authority to exercise such powers, delegations and judgements as determined necessary from time to time to enable the effective fulfilment of the requirements of the position.</p> <ul style="list-style-type: none"><li>• The position is accountable to the Director, Engineering &amp; Infrastructure Services.</li></ul>

**PART 2 – KEY RESPONSIBILITIES**

Key Result Area	Major Tasks
<b>Job Specific Responsibilities</b>	<ul style="list-style-type: none"><li>• Undertake allocated tasks to maximise the security outcome.</li><li>• Maintain compliance to legislative requirements and Council's Policies and Procedures.</li><li>• Ensure that all customer interactions meet the Council's Customer Services standards of Excellence in Customer Service delivery and client expectations.</li><li>• Adhere to all administrative and operational procedures for the effective operation of the Screening Point.</li><li>• Actively participate in and complete required Threat Image Projection System (TIPS) training or capability development programs.</li><li>• Undertake Security Awareness programs and competency and compliance activities as assigned or mandated by regulation.</li><li>• Ensure compliance to the Council's appearance and Uniform Policy.</li><li>• Ensure all security related incidents and complaints are reported or escalated to the shift supervisor and dealt with according to Trident Services Standard Operating Procedures.</li><li>• Ensure all registers are completed in accordance with the Council's Standard Operating Procedures.</li><li>• Ensure lost property and surrendered items are logged and dealt with in accordance to site specific SOP's.</li><li>• Currency of security license and ASIC is to be maintained</li><li>• Undertake other work-related duties as directed by the Chief Executive Officer or delegate.</li></ul>
<b>Supervisory Responsibilities</b>	1. Nil
<b>Communication &amp; Interpersonal Responsibilities</b>	<ol style="list-style-type: none"><li>1. Create a welcoming atmosphere by engaging all people in a friendly and approachable manner.</li><li>2. Work as part of a team and show professionalism.</li><li>3. Punctual in both attendances at work and staff meetings.</li><li>4. Maintain high standards of presentation and personal grooming.</li><li>5. Comply with Council's Code of Conduct.</li></ol>
<b>Legislative Responsibilities</b>	<ol style="list-style-type: none"><li>1. Corporate recordkeeping is the responsibility of all staff. This position is required to comply with the Councils 'Corporate Recordkeeping' Policy and associated procedures.</li><li>2. Observe Council's policies and procedures to ensure compliance with all relevant legislation, including:<ul style="list-style-type: none"><li>• <i>Local Government Act 2009</i></li><li>• <i>Local Government Regulations 2012</i></li><li>• <i>Human Rights Act 2019 (QLD);</i></li><li>• <i>Public Sector Ethics Act 1994;</i></li><li>• <i>Industrial Relations Act 2016</i></li><li>• <i>Workplace Health and Safety Act 2011;</i></li><li>• <i>Workplace Health and Safety Regulation 2011;</i></li><li>• <i>Workers Compensation and Rehabilitation Act 2003</i></li></ul></li></ol>



	<ul style="list-style-type: none"><li>• <i>QLD Crime and Corruption Act 2001</i></li><li>• <i>Commonwealth Disability Discrimination Act 1992;</i></li><li>• <i>Commonwealth Age Discrimination Act 2004;</i></li><li>• <i>Commonwealth Racial Discrimination Act 1975</i></li><li>• <i>Commonwealth Sex Discrimination Act 1984</i></li><li>• <i>Environmental Protection Act 1994;</i></li><li>• <i>Environmental Protection Regulation 1998;</i></li><li>• <i>Equal Opportunity in Public Employment Act 1992;</i></li><li>• <i>Anti-Discrimination Act 1991;</i></li><li>• <i>The Public Records Act 2002;</i></li><li>• <i>Public Interest Disclosure Act 2010</i></li></ul>
<b>Workplace Health and Safety Responsibilities</b>	<ul style="list-style-type: none"><li>• The employee will assist in ensuring the work environment complies with the Workplace Health &amp; Safety Act, Regulations, Codes of Practice and Council's Safe Plan system, Safe Work statements, Policies and Procedures. Complies with instructions given by his or her Manager and / or Supervisor. Adhere to the workplace health and safety legislation in reporting all accidents and potential hazards in a timely manner.</li></ul> <p>Maximise awareness and participation of staff to achieve Workplace Health and Safety imperatives as established by Council.</p>
<b>Confidentiality and Privacy</b>	<ol style="list-style-type: none"><li>1. Keep all confidential information, whether written or verbal, as well as any intellectual property developed, utilised or otherwise gained by the employee in the course of employment, completely confidential, even after completion of employment.</li><li>2. Ensure compliance with:<ul style="list-style-type: none"><li>• <i>Right to Information Act 2009</i></li><li>• <i>Information Privacy Act 2009</i></li></ul></li></ol>

### PART 3 – PERSON SPECIFICATION

<b>Preferable/Desirable Experience/Qualifications</b>
<ol style="list-style-type: none"><li>1. Working knowledge of Torres Strait Creole.</li><li>2. Working knowledge of airports or aviation. (desirable)</li><li>3. Holder of Certificate II in Transport Security Protection (desirable)</li><li>4. First Aid Certificate (desirable)</li></ol>
<b>Technical Skills &amp; Abilities</b>
<ol style="list-style-type: none"><li>1. Mature, positive attitude, high level interpersonal skills and ability to interact positively with members of the public and team members.</li><li>2. Ability to manage own time.</li><li>3. Be motivated and willing to work.</li><li>4. Ability to follow directions.</li><li>5. Ability to complete specified training in Airport Protection operations</li><li>6. Skills in computer operation (word processing, spreadsheets, etc).</li><li>7. Ability to perform data entry of security reporting requirements.</li></ol>



8. Good level of verbal & written communication skills.
9. Ability to communicate effectively and sensitively with a multi-cultural population including the capacity to consult and identify with Torres Strait Islander interests.

#### **PART 4 – SELECTION CRITERIA**

##### **Essential Skills, Experience & Qualifications**

1. Previous experience in a similar role;
2. Ability to read, understand and interpret aviation regulations;
3. Good level of verbal & written communication skills;
4. Ability to attain and keep an Aviation Security Identification Card (ASIC);
5. Understanding of the following Aviation Screening Notice (ASN) 2013 Aviation Transport Security Act 2004 and Aviation Transport Security Regulations 2005 (desirable).