



Securitas Job Description

Securitas – UK
HR Department
- Talent Management Area -

Job Name: Security Agent (Aviation)
SIA Licence Required: No

Description Date: October 2016

1. Position within the organisation

Reports to Station Manager

2. Key Purpose

Provide and maintain a high quality security service. To provide a security service at the working location in line with the Assignment Instructions and customer requirements in order to protect the customer's employees, property and other assets. To deliver the highest levels of customer service which consistently demonstrate Securitas' core values of Integrity, Vigilance and Helpfulness.

3. Key Responsibilities

KEY TASK AREAS / RESPONSIBILITIES

Carrying out aircraft searches

Carrying out physical passenger body searches

Baggage observation

Aircraft observation

Identification checking

Passenger document checking

Customer Service

Catering supply searching

Passenger profiling (Upon completion of extra training)

CONTROL AND GUARD DUTIES;

- To control entry/exit at gates/doorways/other control posts by;
- Checking ID cards, tickets, passes and other documentation of staff, passengers and other personnel;
- Checking documentation of vehicles, cargoes, drivers, passengers and other personnel.
- To control vehicular traffic in operational and other specified areas, including the prevention of unauthorised vehicle parking.
- To prevent unauthorised entry to and exit from buildings, aircraft and other specified areas.

PATROL DUTIES;

- To undertake patrols on foot and or vehicle of operational, terminal and other building installations, car parks, boundaries and other specified areas. To be responsible for alarm systems and the security of specified buildings.

CUSTODIAN DUTIES;

- To issue, register and receive keys, ID cards, lost property etc, in accordance with established procedures and policies.

SEARCHING DUTIES;

- To carry out as a regular searches of passengers, baggage, vehicles, aircraft, building and other specified areas.

ESCORT AND PROTECTION DUTIES;

- To escort and ensure safety of VIPs, other persons, vehicle and high value cargoes to specific locations within the airport.

GENERAL DUTIES;

- To liaise with and summon assistance from police, immigration and other emergency services as necessary.
- To take appropriate action in accordance with established emergency, etc, procedures (including those procedures relating to

suspicious articles).

- To maintain a log of all incidents requiring investigation and to submit reports on incidents.
- To use radio/telephone, other specified communications and monitoring systems and to operate control room equipment.
- To drive and maintain vehicles.
- To advise and assist passengers and members of the public on general enquiries and to provide assistance to disabled passengers.
- To use appropriate devices for detection and security purposes.
- To use as appropriate the citizens power of arrest.
- To have a sound knowledge of, and be able to implement, Airport Byelaws and to deal with offenders.
- To deal with and report any non-injury road traffic accidents or incidents involving loss or damage to vehicles or contents.

4. Competences

- Manages Self
- Decision Making
- Communication Skills
- Operational Excellence
- Relationship building
- *See Competency Framework for Management behavioural indicators*

5. Person Specification

- Successful candidates will be required to carry out various duties including body searching (same sex only) X-raying of baggage, bag searching and patrolling.
- Excellent customer service and a professional attitude are essential.
- Good communication skills and a keen willingness to learn.
- Multi-lingual skills are desirable.
- A 5 year background check will be carried out on all candidates and you will need to provide a Criminal Record Check when requested.
- A colour blindness test will be carried out at interview. Previous experience although preferable is not essential as full training will be given on a satisfactory completion of 5 year background check. Candidates will also be required to complete a Counter Terrorism Check before training commences.
- Candidates must be flexible as hours of work are varied and times will normally be either be very early morning or late in the evening. Additional overtime shifts will be available.
- Due to the times of work own transport is essential and candidates must hold either a valid passport or Full UK photo driving licence.
- SIA licence is not required for this role.