



Shire of Derby /  
West Kimberley

## SHIRE OF DERBY / WEST KIMBERLEY

### POSITION DESCRIPTION

**Position Title:** SECURITY OFFICER / GROUND HANDLING OFFICER

**Establishment Number:** PS 05

**Level:** AWA

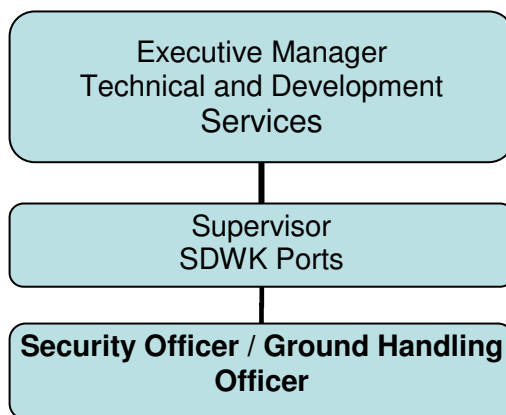
**Department:** Technical and Development

**Unit:** SDWK Ports (Derby)

**Responsible to:** Supervisor Ports

**Prepared By:** Executive Manager Technical and Development Services

**PD Reviewed  
And/or Updated:** Updated 5 November 09



*This Position Description is indicative at this point in time. It is envisaged that the position will be reviewed at least annually.*

## **1. POSITION OBJECTIVES**

### **1.1 Objective(s) of the Position**

- To effectively undertake security screening and various other security or airport related duties as required by the Ports Supervisor. There may be the need for the employee to undertake airport ground handling or related duties at times in the future as per the operational requirements of the airport.

## **2. REQUIREMENTS OF THE JOB**

### **2.1 Skills**

- Ability to give verbal requests and directions with a clear understanding by the recipient.
- Good customer service skills
- Developed perception and attention to detail skills.
- Excellent communication skills.
- Ability to stand for extended periods of time.
- Developed conflict resolution skills.

### **2.2 Knowledge**

- Knowledge of current airport practices including security requirements is desirable.
- Basic knowledge of information technology.
- Working knowledge of relevant Occupational Safety and Health legislation.
- Basic knowledge of the Derby / West Kimberley district is desirable.
- Basic knowledge of Airport / Aeroplane ground handling requirements is desirable.

### **2.3 Experience**

- Demonstrated customer service experience.
- Security guarding experience preferred
- Airport security duties preferred
- Airport / Aeroplane ground handling experience preferred

### **2.4 Qualifications and/or Training**

- Have the ability to obtain an ASIC and fully understand the requirements therein (mandatory).
- Ability to undertake formalised security officers training for airports (mandatory).
- Ability to undertake senior first aid certificate(mandatory)
- Have the ability to obtain an Security Guard / Officers card and fully understand the requirements therein (mandatory).

- Ability to undertake any required ticketing / aircraft marshalling training as may be required

### **3. KEY DUTIES/RESPONSIBILITIES**

#### **Outcome – Operational Management**

- Establish the sterile area and prepare test screening equipment.
- Supervise customers placing bags on X-ray belt, and the removal of items on customers prior to entering the walk-through metal detector.
- Supervise the operation of the walk-through metal detector and respond to metal detector alarms.
- Carryout electronic hand wand searches as required.
- Screen carry-on baggage by means of using the x-ray screening equipment. Identifying and stopping any hazardous, dangerous or prohibited items entering the sterile area.
- Carryout physical search of carry-on customers bags as required and accept surrendered items as necessary and take action in dealing with the items.
- Static guard duties as required.
- Collect and return customer baggage trays to arrivals terminal as required.
- Undertake lonscan screening for explosive traces.
- Undertake interviews of customers who have triggered alarms.
- Undertake checked baggage screening utilising x ray equipment, explosive trace detection and computer equipment as required.
- Attend to general inquiries from public
- Assist with the general handling duties as required on airside, as and if required
- General duties as directed by airport supervisor

#### **Outcome – Customer Service**

- Develop harmonious relationships with all customers, internal and external.
- Treat all customers with professionalism and dignity.
- Promptly attend to customer enquiries in a courteous and effective manner.
- Work effectively as part of team

#### **Outcome - Safety & Health**

- Ensure that all accidents and significant incidents are properly and promptly reported to the Ports Supervisor.
- Operate plant, equipment, appropriate devices and protective equipment in accordance with demonstrated safety procedures and proper instruction.
- Comply, as far as is reasonable, with safety and health instructions.
- Passing the random Alcohol & Drug screening is a requirement of this position, failure to pass this random screening will leave person susceptible to the requires contained within the SDWK Curtin Aerodrome Drug and Alcohol Management Plan.

#### **4. ORGANISATIONAL RELATIONSHIPS:**

##### **4.1 Responsible to:**

Ports Supervisor

##### **4.2 Supervision of:**

Nil

#### **5. EXTENT OF AUTHORITY**

This position operates under the general direction of the Ports Supervisor in functions that require the application of skills and knowledge appropriate to the work. Guidelines and work procedures are generally established.

#### **6. SELECTION CRITERIA**

##### **Essential:**

- Ability to obtain an ASIC (mandatory)
- Ability to obtain a Security Guards / Screening Officers Identification card
- Ability to give verbal requests and directions with a clear understanding by the recipient.
- Developed conflict resolution skills.
- Developed customer service skills.
- Basic knowledge of information technology.
- Drivers License

##### **Desirable:**

- Certificate II in Security Operations or the mandatory ability to undertake the required training.
- Basic knowledge of the Derby / West Kimberley district.
- Senior first aid certificate or the mandatory ability to undertake the required training.

*Note: Applicants should be able to demonstrate all of the above criteria at interview but as an initial requirement may submit a statement outlining how best they would achieve the outcomes listed under Key Duties/Responsibilities.*

**POSITION DESCRIPTION ADMINISTRATION**

I agree that this position description accurately reflects the duties and responsibilities of the position indicative at the time of signing.

I also understand that this position description may be further reviewed at a future date.

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date