

Mackay Airport Pty Limited

Position Description

Position	:	Security Operations Coordinator
Location	:	Mackay Airport
Department	:	Aviation
Reports to	:	Manager Aviation
Status	:	Permanent Full Time
Agreement / Award	:	Individual Employment Agreement

PURPOSE OF THE POSITION

Coordinate security operations for Mackay Airport ensuring that security procedures are implemented and followed consistent with Standard Operating Procedures and Australian Government regulations

ACCOUNTABILITIES

Security Operations

- Coordinate security operations ensuring that security procedures are implemented and followed consistent with Standard Operating procedures and Australian Government regulations
- Manage of the Mackay Airport ASIC Program and Restricted Key Management Program
 - Coordinate administration of Aviation Security Identification Cards (ASIC) and Temporary visitor passes for Mackay Airport
 - Inspect, edit and verify documents and data entry including ASIC processing
- Coordinate the distribution of Access Control and CCTV systems.
- Maintain accurate records as determined by the relevant legislation including the ASIC Database, access control and key registers. Monitor requirement and advise of changes to be implemented or updated
- Perform Systems Administrator roles as directed by the Security Operations Manager including CCTV, Cardax Access Control System, Passagepoint, Restricted Key Register
- Assist in the design and implementation of security strategies and projects, security policies/standards including innovation and technological solutions, and establish a clear course of action for their implementation and review

Administrative Support

- Coordinate with Accounts payable and vendors to resolve invoicing discrepancies.
- Handle both hardcopy and electronic filing processes in accordance with quality assurance and information sensitivity/classification.
- Meet deadlines, liaise and update stakeholders on status, processes and procedures.
- Inspect, edit and verify documents and data entry including ASIC processing.

Relationship Management

- Represent Security Manager at meetings, presentations, workshops and act as a Point of Contact for security related matters. Liaise directly with government agencies and departments and provide assistance and direction where required to Manager of Aviation and Office of Transport Security.
- Maintain a close working relationship with internal and external stakeholders to ensure that all projects are implemented with the highest degree of consultation, safety, security, on time and on budget.
- Liaise with Office of Transport Security inspection staff, Mackay Airport staff, government agencies, Mackay Airport tenants and contractors.

Corporate Responsibilities – Health, Safety, Security and Environment

- Actively promote the need to maintain a safe working environment through compliance with the Safety Management System and workplace related health and safety legislation including the CASA compliant Drug and Alcohol Management Plan (DAMP).
- Comply with local, state and federal environmental legislation, report all environmental incidents and work in accordance with NQA's Environmental and Sustainability Policies including the use of Environmental Work Procedures.

QUALIFICATIONS, SKILLS AND EXPERIENCE

- **Professionalism** - Excellent skills in information collection and analysis procedures with a view to recognising potential threats and dangers. An ability to exercise sound and strong management skills in times of crisis and emergencies
- **Planning and organising** – Demonstrated planning and organisational skills including the production of policy and procedures supporting projects and operations.
- **Communication** - Ability to provide instructions clearly and concisely both orally and in writing. A high sense of discretion and integrity when dealing with sensitive information. Act in an honest, ethical manner and be accountable and responsible.
- **Judgement and Decision making** - High degree of responsibility, initiative, alertness, the ability to prioritise a heavy work load and to delegate accordingly. Demonstrates sound judgement in security operations and information management skills.
- **Client Orientation** - Professional attitude and the ability to build successful working relationships with internal and external contacts.. Demonstrates an integrated approach and attitude through normal work activities and thorough understanding of the Airport environment and its stakeholders.
- **Technology Awareness** - High standard of computer literacy and an excellent knowledge of Microsoft Office.
- Must be eligible to work in Australia, hold an Aviation Security Identification Card and pass an Australian Federal Police background check

This position description provides an indicative outline of the purpose and accountabilities of the role. Specific performance requirements and expectations will be included in annual performance and development discussions.