

Security Operations Officer

The successful candidate will possess strong interpersonal and communication skills with the ability to work in a team environment.

POSITION SUMMARY

Responsible to facilitate airport security, corporate security and to oversee the day to day security operations at the Regina International Airport. To assist in the development, co-ordination, implementation, monitoring and enforcement of airport security regulations and serving as the primary contact for airport security related activities.

PRIMARY RESPONSIBILITIES

- Assist with the design, coordination and maintenance of Regina Airport's security plans, programs and policies in accordance with regulations and corporate policies and procedures.
- Assist with the planning / implementation of the airport security, policing and emergency planning programs to ensure the operational integrity of the airport's security program.
- Assist with Capital Project development and delivery within the airports security area of responsibility.

Position Duties and Responsibilities

- Implement and maintain integrity of the airport security pass control system and ensure the program complies with the Transport Canada Airport Restricted Area Access Clearance Program.
- Oversee the efficient activities of the Pass Control Office to ensure that only authorized personnel and vehicles have access to restricted areas of the airport.
- Provide direction to the Security Service Contractor to ensure compliance with Transport Canada Security regulations.
- Implement and maintain the airport access control system and the airport key system.
- Develop / implement / maintain a comprehensive airport security program for the RAA.
- Participate in the Airport's Safety and Security Committee meetings to promote, support and monitor a comprehensive and effective airport security program.
- Liaison with terminal and security service providers, regulatory inspectors and police authorities to ensure consistency with the delivery of quality service and operational integrity as well as an integrated security services response capability.
- Accountable for results of internal and external airport security audits and inspection results and responsible for implementing corrective measures in a timely manner.
- Design / coordinate / implement a security awareness / educational program for the Airport. Conduct site inspections to determine training requirements and prepare special presentations for the security awareness program.
- Identify / assess / provide appropriate training needs related to airport security for all RAA activities. Develop / implement / maintain training programs, including coordination and delivery of training sessions. Develop / maintain related training manuals.
- Provide direction and guidance to the Authority and airport tenants regarding airport security issues. Ensure that Regina International Airport staff and tenants comply with security regulations, policies and guidelines.
- Ensure that the Passenger pre-board screening areas are in compliance with security regulation and that the facilities are functioning efficiently.
- Uses risk management techniques to advise on protecting people and property at the airport.

- Coordinate in-depth investigations of security incidents with appropriate authorities.
- Respond to the airport for emergency situations and security concerns on 24/7 basis.
- Maintain current knowledge of the appropriate acts and regulations affecting the site to determine the Airport remains compliant.
- Develop / review all corporate security policies and procedures to ensure compliance with appropriate Acts and Regulations, identify deficiencies to Management while developing recommendations for appropriate corrective action.
- Liaison with all resource staff (security service provider personnel) and with outside entities to ensure smooth operations and to ensure compliance with Transport Canada security regulations.
- Participate in the Airport's emergency planning program to ensure security is integrated into the Airport emergency procedures. Acts as site coordinator to monitor the Corporations emergency plans and procedures.
- Assist in the planning, coordination and conducting of security and emergency exercises. Monitor exercises; prepare reports and debriefings identifying deficiencies, training needs and recommendations.
- Review / forecast capital requirements, recommending projects and preparing project briefs as required.
- Identify, plan and sponsor capital projects to maintain and enhance the security of Regina Int'l Airport assets.
- Participate in security and safety programs as required.
- Coordinate roll out of Security Management Systems (SMS) as and when regulated.
- Participates in Manger on Call rotation; supports Mobile Command Post or Emergency Coordination Centre operations.
- Develops and evaluates special programs as required.
- Performs other projects / tasks as assigned.
- Compile data, generate reports, and maintain controlled access records and files.
- To ensure the safety of the traveling public, tenants and airport personnel, and liaison with government agencies and other stakeholders while ensuring that Regina Int'l Airports' exposure to risk is minimized for all security situations.

Salary Range as per Collective Agreement

- Band 7
- Starting wage of \$33.72 (step 1) per hour (\$65,754.00 annual)

Conclusion

This position description describes the major duties of this position but does not however, preclude other duties being assigned and as organizational priorities demand.

How to Apply

Interested individuals should apply in confidence by end of day September 5, 2013 to one of the following:

Email: hr@yqr.ca

Fax: 306.761.7559

Mail: Regina Airport Authority Inc.
Attention Human Resources
#1 - 5201 Regina Avenue
Regina SK S4W 1B3