

Position Title	Airport Screening Officer
Position Number	2003
Division	Infrastructure Services
Branch	Airport
Salary Level	Level 4.1
Reports to	Airport Operations Manager via the on-shift Screening team leader

#### Position Objectives

The purpose of this role is to provide screening and associated activities for:

- Checked baggage screening,
  - Passenger and carry-on baggage screening; and,
- ensuring all industry requirements are effectively and efficiently followed.

#### Key Accountabilities

- Conduct Screening and associated activities in accordance with procedures.
- Achieve and maintain industry standard competence and qualifications.
- Provide professional support to the Screening Supervisor for screening operations.
- Communicate effectively with the public in a courteous manner ensuring appropriate, quality information is supplied and clarified as required.
- Effectively operate, maintain, and store all screening equipment, tools, and machinery.
- Comply with the Norfolk Island Airport 'Drug and Alcohol Management Program'.
- Conduct self and hold others accountable to work consistent with NIRC and Operational Codes of Conduct.
- Assist the Airport Operations team in the event of Airport Emergency or Terminal Evacuation Plan activation.

#### Competencies

- Ability to lift up to 23kg bags and co-lift up to 35kg bags.
- Ability to attain and hold an ASIC (Aviation Security Identification Card).
- Proficient interpersonal communication skills, with ability to self-regulate and maintain a professional demeanor irrespective of passenger attitude and behavior.
- Ability to use computer-based management systems and tools (office 365, AVCRM,).
- Ability to work rostered hours over weekends, and in accordance with flight schedules.
- Ability to work as an effective team member and carry out verbal and written instructions.
- Ability to maintain privacy, confidentiality, and demonstrate high levels of integrity.
- The ability and willingness to undertake further job specific training as required.

#### Special Consideration:

Please note it is a genuine occupational qualification for each of these positions that the appointee be a person of a particular gender (the relevant gender) as the duties of the position include the conduct of searches of the clothing or bodies of persons of the relevant gender: s.30(2)(d), Sex Discrimination Act 1984 (CTH).

#### Qualification:

- Certificate II in Transport Security Protection Group C International Airport Screening, or the ability and willingness to acquire (and maintain) the accreditation in a reasonable timeframe (under 6 months);
- Ability to successfully complete the following Norfolk Island International Airport competencies:
  - NIA Airside Induction.
- Eligibility to obtain an ASIC (Aviation Security Identification Card).
- Ability to successfully complete online training, including but not limited to:
  - Aviation Security Awareness.
  - Air Cargo Security Awareness.
  - Dangerous Goods.
  - Drug and Alcohol Management Program (DAMP) Awareness & Supervisor modules.
- Full First Aid (and CPR refresher if required), or ability and willingness to acquire the accreditation in a reasonable timeframe (under 6 months).

**Acknowledgement**

This position description and associated information is not to be considered as a comprehensive, complete and /or exhaustive list of responsibilities and accountabilities, it is indicative of the position only. The position incumbent must be aware that their role and position are dynamic. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors is expected at Norfolk Island Regional Council. People and positions develop over time and this position description is intended to facilitate this, as a living document, where your active involvement is a critical element. It is highlighted that this position is a member of a team. As such the incumbent is expected to learn the roles and duties of others in the team and to help other team members when required, to guarantee quality outcomes.

Date Authorized	January 2025
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