

## SCHEDULE 1

### POSITION DESCRIPTION

<b>Position Title:</b>	Trainee Aviation Security Officer	<b>Agreed by employee:</b>	
<b>Department Sections:</b>	Aviation Security	<b>Approved by employee manager:</b>	
<b>Division:</b>	Regional Airports	<b>Approved by MHR:</b>	
<b>Location:</b>	Gurney Airport, Alotau, Milne Bay Province	<b>Position Band:</b>	
<b>Reports to :</b>	Team Leader Aviation Security Officer	<b>Date Prepared:</b>	1-Jun-26
<b>Direct Reports :</b>	Nil	<b>Evaluation Date:</b>	

#### **POSITION SUMMARY;**

The Trainee Aviation Security Officer is responsible for supporting the implementation and enforcement of aviation security measures at Gurney Airport in accordance with National Airports Corporation (NAC) policies, airport security procedures, and applicable aviation security regulations.

Under the guidance and supervision of senior Aviation Security Officers, the incumbent will assist in carrying out security screening, access control, patrols, surveillance, and other security-related functions to ensure the safety and security of passengers, airport users, staff, aircraft, facilities, and stakeholders operating within the airport environment.

The role provides practical training and development opportunities to equip the incumbent with the skills, knowledge, and competencies required to perform aviation security duties effectively while contributing to a safe, secure, and compliant airport operation.

#### **KEY FUNCTIONS AND RESPONSIBILITIES:**

- Enforce aviation security procedures and respond promptly to security incidents, threats, and breaches to ensure the safety of passengers, staff, airport facilities, and operations.
- Conduct regular airside and landside patrols, surveillance activities, security alerts, and inspections to detect, prevent, and report security violations.
- Monitor and control access to Security Restricted Areas, vehicle movements on airside, and the safe movement of passengers between aircraft and terminal facilities.
- Liaise and coordinate with Police, Airline Security personnel, contracted security providers, and other stakeholders to maintain effective security operations and strong working relationships.
- Participate in all mandatory Aviation Security (AVSEC) training, refresher courses, exercises, and workshops as required.

#### **ESSENTIAL REQUIREMENTS:**

- Minimum of Diploma Certificate;
- Must completed Grade 12;
- At least three (3) years' work experience in a security role is desired (not compulsory);
- Be able to complete the AVSEC training course;
- Must have good report writing skills;
- Must have good command of both English and Pidgin speech.
- Must be physically fit and able to work shifts, including weekends and public holidays.
- Only **successful candidates** will be required to provide a police clearance.

