

- 1 **Job Title:** Aviation Security Inspector
- 2 **Department/
Division/Location:** Aviation Security Unit, Safety Regulation Department, The Times
Building, 11-12 D'Olier Street, Dublin 2
- 3 **Reports to:** Senior Aviation Security Inspector
- 4 **Direct Reports:** None
- 5 **Job Purpose:** Implement the National Quality Control Programme (including
approvals, compliance monitoring and certification) for co-
ordinating and monitoring implementation of EU Common Basic
Standards as defined in EU Regulation 300/2008 and the National
Civil Aviation Security Programme.

6 Main Duties and Responsibilities

- Advise the Senior Aviation Security Inspector on matters concerning entry control for:
 - approvals to an entity (e.g. regulated agents, known consignors); and
 - approvals to individuals to carry out specific activities (e.g. security managers, instructors);
- Exercise oversight and surveillance to monitor implementation of the common basic standards and the National Civil Aviation Security Programme. This includes audits, inspections, tests and periodic meetings with entities;
- Provide information and support to entities for the purposes of clarification, policy announcements, technical information etc. Support includes giving advice on regulations;
- Advise the Senior Aviation Security Inspector on exit control regarding the:
 - variation
 - suspension
 - revocation, or
 - disqualification of an approval or certificate, including exit control over those voluntarily leaving the system;
- Ensure all oversight activities are conducted in accordance with relevant IAA procedures;
- Assist in the maintenance of an on-going analysis of entities to determine security trends;
- Evaluate the performance of security staff seeking certification from the IAA, in line with relevant IAA procedures;
- Review Training Programmes submitted by industry for the purposes of approval;
- Assist with preparation of the annual return for the European Commission as required under Section 18 of EU Regulation 18/2010;
- Assist in the maintenance and preservation of records and documents relating to aviation security;
- Advise the Senior Aviation Security Inspector on specific or general matters relating to aviation security;
- Conduct coordination meetings and workshops as required;

- Ensure the provision of technical advice in the development of security policy to the IAA and DTTAS; and
- Manage health and safety issues in accordance with the Company Safety statement.

THIS JOB DESCRIPTION IS NOT EXHAUSTIVE. OTHER ITEMS MAY BE ADDED OR DUTIES VARIED FROM TIME TO TIME AT THE DISCRETION OF DIRECTOR SAFETY REGULATION.

7 Relationships:

Internal

- Regulatory Performance & Personnel Licensing Department
- Aeronautical Services Department
- Airworthiness Department
- Flight Operations Department
- Human Resources Directorate
- Finance Directorate
- Head of Corporate Affairs
- Company Secretary / Solicitor
- Internal Auditor

External

- Airports, Air Carriers, Regulated Agents, Known Consignors, Regulated Suppliers, Known Suppliers, Account Consignors, Sub-hauliers, Training organisations, ANS providers
- Revenue Commissioners (Customs Regulator)
- Independent Validators and Security Consultants
- Aviation industry bodies, aviation sports bodies, etc.
- Industry bodies, unions, etc.
- Department of Transport, Tourism and Sport and other State bodies,
- Other civil aviation authorities and international organisations (European Commission, ICAO, ECAC, EASA, etc)

8 Essential Skills and Qualities:

- a) Have excellent written and oral communication skills with the ability to professionally engage with a diverse range of persons and companies and the ability to recognise and manage critical relationships;
- b) Excellent time management and organisational skills;
- c) Commitment to routinely and regularly working out of the office undertaking aviation security audits and inspections at airports, cargo warehouses, catering companies and at external locations such as vehicle checkpoints into airports including in the evening, at weekends and / or early morning;.
- d) Have excellent IT skills across a range of software applications;
- e) Professional scepticism and attention to detail; and
- f) A flexible 'can-do' attitude to ensure the completion of team and individual targets.

9 Advantageous Skills and Qualities:

- a) Experience in the application and / or oversight of implementation of aviation security requirements;
- b) Knowledge of Irish, EU and international security regulations;
- c) A basic understanding of the framework of international organisations relevant to aviation security including the European Commission, ICAO, ECAC and EASA;
- d) Knowledge of Security and / or Safety Management Systems;
- e) Ability to drive own car and transport colleagues to and from inspection sites; and / or
- f) Has particular experience and interest in the technical, training or airport aspects of aviation security.

10 Approval:

Signed:_____

Signed:_____

Director Safety Regulation

Director Human Resources

Date: March 2016

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