



Position Description

Position: Security Inspector
Reports to: Workplan Implementation Manager
Date: January 2024

Nature and scope

The Pacific Aviation Safety Office ("PASO") is established under the Pacific Islands Civil Aviation Safety and Security Treaty (PICASST) as an International Organisation to carry out the following objectives: -

- to meet the requirements of the member States in the provision of aviation safety and security regulatory oversight services, in accordance with PICASST;
- to undertake the purpose of the organisation in a manner which is cost effective and sustainable in the long term;
- to utilise coordinated and collaborative business and inspection methods to minimise the costs of safety and security oversight to participating States and the aviation industry;
- to support the aviation industry in participating States by the provision of timely advice and guidance in matters of aviation safety and security; and
- to promote an internationally recognised standard of aviation safety and security excellence, based on ICAO Standards and Recommended Practices (SARPS), within the Pacific Islands region.

The mission of the Pacific Aviation Safety Office (PASO) is to establish a collaborative and regionally based aviation safety and security oversight programme for the benefit of stakeholders and the region. In pursuing this mission, PASO has committed itself *"to provide for continuous improvement in the quality of aviation safety and security oversight services to comply with international standards, required under the PICASST and ICAO Conventions"*.

In achieving this mission, PASO will adhere to the following core values:

- Accountability
- Diligence
- Fairness
- Integrity
- Transparency



Purpose of the role

Reporting to the Workplan Implementation Manager the Security Inspector conducts regulatory security audits for Member States in accordance with their Workplans.

Assist States to carry out required oversight on aviation security service providers and including regulated cargo agents.

Effective day to day communication and liaison with the PASO Operations Staff on State work requests and matters requiring aviation security services inputs, support, and actions to ensure that PASO respond to, and action States request in a timely manner while adhering to PASO policies and procedures.

Key relationships

External

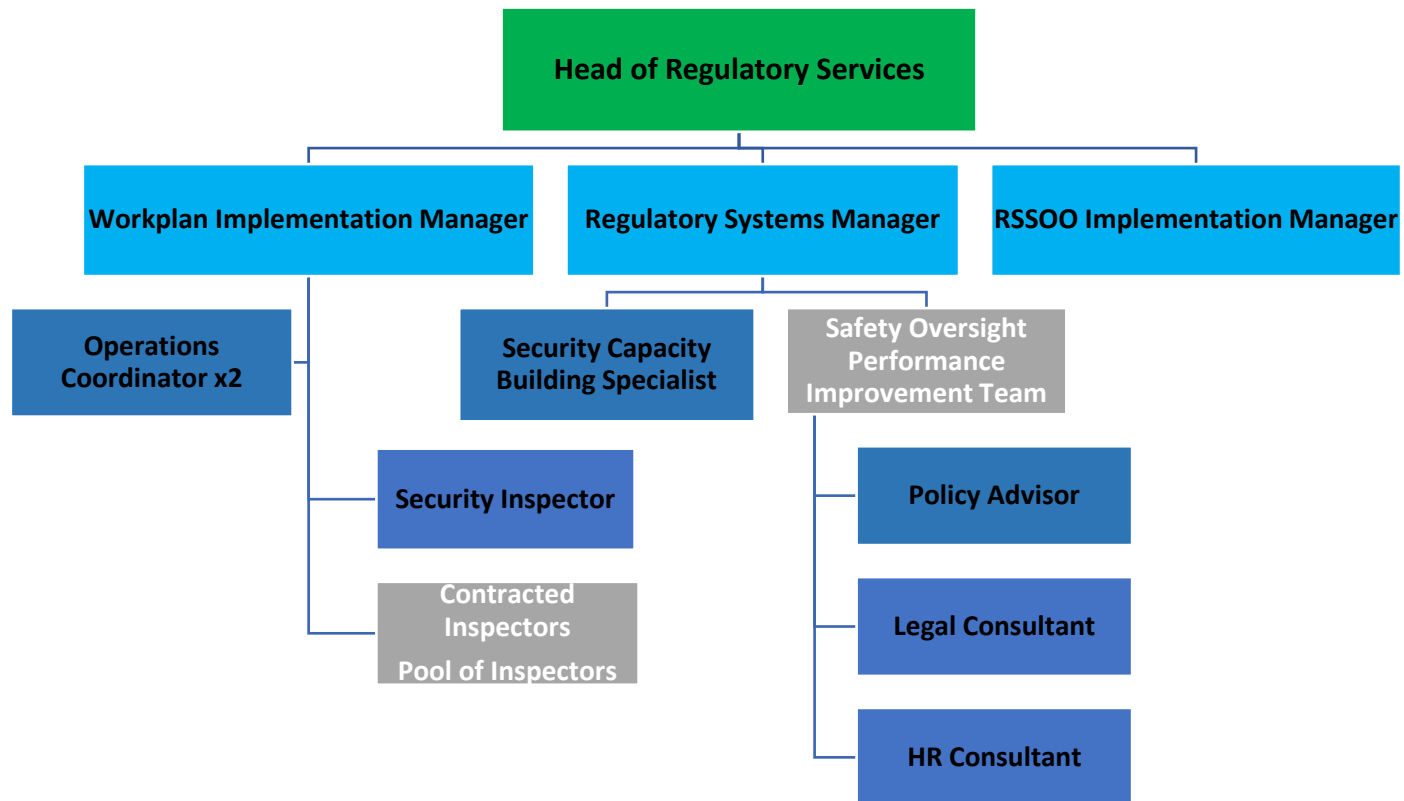
- Member State CAA's
- Member State Airports
- ICAO Auditors
- Aviation Stakeholder Groups

Internal

- Head of Regulatory Services
- Operations team
- Fellow Inspectors
- Other staff members



Organisation structure





Key responsibilities

Certification and Surveillance

- Conduct audits and inspections of certificated airport security organisations management and quality systems, documents, records, security equipment, facilities, personnel, and operating procedures.
- Conduct audits and inspections of certified cargo handlers' quality systems, documentations, records, and training systems as required
- Conduct audits, inspections, and reviews of airline security programmes to ensure compliance with regulatory requirements as imposed by the State Authority requesting assistance, including ramp checks on operational aircraft
- Provide indicators of auditee's ability to comply with current regulatory requirements, and to improve operating standards and the effectiveness of existing quality systems to provide the required aviation security standards.
- Analyse findings to identify causal factors.
- Identify latent failures within the auditee's system.
- Provide timely and factual reports of audit and inspection activities.
- Carry out assessments for the issue, renewal and amendment of aviation documents and approvals in accordance with the State requirements.
- Raise and submit reports and makes recommendations when necessary.
- Maintain and update records for each approval granted or processed.
- Carry out entry briefings, interviews, site inspections, exit briefings, and any other checks/inspections as necessary to complete the oversight activity.
- Provide information and support required during external audits on PASO and/or auditee organisation (for example, by ICAO).

Capacity Building of PASO Member State Staff

In coordination with the security capacity building specialist:

- Actively engage PASO Member State's regulatory staff in the conduct of audits and inspections and provide effective mentoring as appropriate and required.
- Contributes to the training and development of PASO Member State's own effective oversight system.
- Participate in the development of PASO Member State's own regulatory security management system.



Contribution to the PASO Team

- Planning, and initiatives designed to improve effectiveness/productivity.
- Actively supports the Workplan Implementation Manager and other team members to ensure PASO objectives and obligations are met.
- Actively contributes to the training and development of junior or new team members.
- Actively communicates information to other team members as appropriate to support their effectiveness.
- Participates in and supports PASO organisation initiatives to improve service, maintain reputation, enhance reputation etc.
- Carries out work and conducts interpersonal relationships in a way that supports PASO commitment to the principles of good governance and promotes the PASO values.

PASO Policies, Procedures and Systems

- Complies with all relevant PASO policies and procedures
- Efficiently utilises PASO systems, including library and databases as appropriate
- Develop new operations quality system documents (policies, procedures, guidance checklist form etc)
- Update and revise existing documents as required by the PASO operations team to support aviation security oversight tasks
- Knowledge of ICAO's Universal Security Audit Programme (USAP) and the Global Aviation Security Plan (GASep) system is desirable

Relationship Management

- The Security Inspector must build strong relationships with PASO Member States, PASO team and especially the Head of Regulatory Services, Workplan Implementation Manager, and Inspectors to ensure the engagement of these key stakeholder for the success of this assignment.

Governance

- The Security Inspector will report directly to the Workplan Implementation Manager and will be required to produce reports for PASO and Development Partner consumption. This role will have some interaction with the Senior Program Manager.

Other duties as required from time to time

- Works on other tasks and projects that will assist the achievements of PASO vision, mission, and goals.



Wellbeing, Health and Safety

- Display commitment to all safety and wellbeing initiatives.
- Ensures own safety and others safety, at all times.
- Comply with safety and wellbeing policies and procedures.



Competency Framework

Personal specification

Professional/Technical Skills and Knowledge

- Has a minimum of five-year experience with aviation security or equivalent security service at the middle to senior management level.
- Has a minimum of three years in aviation security supervisory or Quality Assurance role
- Previously undertaken Aviation security inspector duties for aviation safety regulator or similar organisation
- Understanding of ICAO International civil aviation security standards and recommended practices which are primarily reflected in Annex 17
- Has experience with the international facilitation and security-related aspects of ICAO Annex 9 to civil aviation security and the security controls and procedures to cause a minimum of interference and delay of goods, services, and passenger across the border
- Has knowledge and experience in the handling of dangerous goods intended to be transported by air
- An up-to-date understanding of conventions on the threat to civil aviation
- Experience in applying and developing technical policy and procedures
- An appreciation of the requirements and functions of ICAO
- Holds an internationally recognised safety and quality management systems certificate or have experience working in an integrated quality and safety management systems.
- An in-depth understanding of the Pacific Regional (NZ) civil aviation legislative and regulatory framework and other statutory requirements
- Has experience with the development and implementation of national aviation security programs including the National Civil Aviation Security Program (NCASP), the National Civil Aviation Security Quality Control Program (NCASQCP), and the National Civil Aviation Security Training Program (NCASTP)
- Has experience with the operational procedures and administrative requirements for aviation security operations including screening operations, physical infrastructure and aircraft security and training, standards, quality assurance and security risk assessment.
- Is able to use core Microsoft suite and Outlook email software.



Execution	Relationships	Personal Qualities
<p align="center">Analysis and Decision Making</p> <p>Undertakes thorough analysis through accurately defining problem or identifying outcome; sees the 'whole' and the complexity of connections; gathers all relevant information and applies sound, analytical techniques; develops a course of action taking into account factual information and/or logical assumptions, resources, potential risks and opportunities; makes timely, sound decisions.</p>	<p align="center">Building Relationships</p> <p>Builds, maintains, and uses effective working relationships, internal and external to the organisation, to facilitate the successful achievement of projects, assignments, and objectives.</p>	<p align="center">Adaptability/Personal Effectiveness</p> <p>Displays energy, optimism, and resilience; ensures effective performance when faced with ambiguity, changing environments and demands.</p>
<p align="center">Information Management</p> <p>Stores and manages information systems to enable the efficient and effective use of information.</p>	<p align="center">Communication</p> <p>Expresses and conveys information effectively to other people. This includes speaking, writing, and listening. This covers formal and informal situations.</p>	<p align="center">Health and Safety Awareness</p> <p>Promotes a culture where health and safety are seen as integral to success. Is aware of and takes into account conditions that affect own and others' health and safety.</p>
<p align="center">Planning and Organising</p> <p>Plans and manages activities and projects for self and others; organises tasks to make best use of time and resources, and focuses attention on key objectives</p>	<p align="center">Knowledge Transfer</p> <p>Facilitates the improved performance of others by giving advice and guidance.</p>	<p align="center">Innovation and Creativity</p> <p>Looks for opportunities to improve personal and the Organisation's performance, rethinking how to approach work. Develops and actively encourages other to develop creative and practical ideas. Contributes to an environment where creativity and innovation can flourish</p>



<p style="text-align: center;">Stakeholder Focus</p> <p style="text-align: center;">Focuses attention on meeting the needs of stakeholders (internal and external) ensuring their satisfaction.</p>	<p style="text-align: center;">Personal Leadership</p> <p style="text-align: center;">Builds trust with others; models behaviour consistent with the Organisation’s Values and future; inspires and motivates others.</p>	<p style="text-align: center;">Integrity</p> <p style="text-align: center;">Acts in a manner that conveys the principles important to the Organisation, including impartiality, fairness, honesty, openness, sound business ethics and respect for others. Demonstrates high standards of ethical behaviour.</p>
	<p style="text-align: center;">Persuasiveness</p> <p style="text-align: center;">Uses appropriate interpersonal styles and communication methods to gain acceptance of an idea, plan, or process; effectively influences others over whom one has no positional authority (peers, colleagues, those external to the organisation); adapts one’s own behaviour to accommodate circumstances and individuals involved.</p>	<p style="text-align: center;">Learning</p> <p style="text-align: center;">Acquires, understands, and applies new job-related information knowledge and skills in a timely manner. Able to learn from experiences and other people and apply in practice.</p>
		<p style="text-align: center;">Self-Awareness</p> <p style="text-align: center;">Recognises own emotions and feelings and their effects; recognises the impact of own behaviour on others; acts professionally at all times.</p>
		<p style="text-align: center;">Commitment to Excellence</p> <p style="text-align: center;">Sets high personal and professional standards for self and others; assumes responsibility and</p>



		accountability for the successful completion of projects, assignments, or tasks. Consistently gives careful attention to all the detailed aspects of a role, shows a high concern for accuracy.
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