

Job title	Security Delivery Manager
Reports to	Operations Director
Responsible for:	Security Team

1. Purpose and Scope

The Security Deliver Manager will be responsible for Cardiff Airport and St Athan Airfield Security operations, reporting and advising the Operations Director on Security matters. All further references to the Airport relate to the combined sites and teams.

Supported by the Operations Director, the Security Delivery Manager will have responsibility for the effective operational delivery of the Airport Security Programme in line with legislation and regulations.

The Security Delivery Manager will direct and lead the Security Team in an effective and efficient manner, whilst ensuring that the team are developed, compliant, motivated and offer excellent customer service thus enabling them to contribute fully to the safety and business goals of the Airport.

2. Key Accountabilities and Role Outputs

The Security Delivery Manager will develop and lead the Security function across the Airport. Ensuring that resources are effectively utilised, compliant and can innovate and successfully deliver the Security obligations for the Airport.

In conjunction with the Operations Director, the Security Delivery Manager will be responsible for all aspects of the Security function of the Airport.

The Security Delivery Manager will develop a strong working relationship with Senior Line Managers, providing them with expert advice and support on Security implications of proposed projects and operations. In addition to establishing key external stakeholder relationships across the Airport community, ensuring all Security elements of customer requirements are delivered.

To ensure Civil Aviation Authority and Department of Transport legislation is continually reviewed in line with the Single Consolidated Direction (SCD) and that the Security operation across the Airport meets all regulatory requirements.

Developing and maintaining strong relationships with the regulators and to chair and represent the Airport on security forums and committees. The Security Delivery Manager will be deputy chair and review the Risk Advisory Group and report data to the Senior Executive Group. Liaising with external stakeholders such as the CAA, UK Border Force, South Wales Police and National Air Traffic.

The Security Delivery Manager will develop and maintain the relationship with the DfT & CAA, attending all relevant meetings held either via teams or in person held off site as and when required.

The Security Delivery Manager will be responsible for directing the Security training, internal and external audits, inspections, and compliance in line with the CAA, endeavoring to aim for continuous improvement, and follow up with any investigations necessary.

Collation and interpretation of key performance data, for reporting to the regulator and to the Airport board. Analysing trends with the Security operation and take corrective action to address any shortfalls.

The Security Delivery Manager will lead and be an integral participant in all emergency response training and live activities at the Airport and act as the primary threat assessor for all related matters.

To support the Operations Director and involvement with ad-hoc project work as required for the need of the business.

Working in conjunction with the facilities management team, the Security Delivery Manager will ensure all security equipment is maintained in line with CAA & DfT legislation.

To be part of the on-call roster.

This job description is intended to reflect the post holder's duties that would normally be expected to be undertaken. Owing to the nature of the post, the above duties are not exhaustive, and the Company may require you from time to time to undertake additional duties within your capabilities.

3. Health and Safety

It is our intention to demonstrate an ongoing commitment to improving health and safety at work throughout the airport. We will comply with all requirements of health and safety legislation.

In order to do this, all staff must have a good awareness and understanding of health and safety hazards and risks that may affect themselves, passengers or other people on-site and must comply at all times with excellence in conduct, behaviour and attitude.

Senior management will ensure that:

- adequate resources are provided for health and safety.
- health and safety is adequately assessed, controlled and monitored.
- our people are actively involved in all aspects of creating and maintaining a healthy and safe working environment.
- it shall be the duty of every employer to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all employees.

4. Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Relevant degree or equivalent. 	<ul style="list-style-type: none"> • Department for Transport Security Managers course – Level 3.
Experience	<ul style="list-style-type: none"> • A minimum of at least 5 years proven experience in management and/or Security. • Evidence of constructive relationships with colleagues and stakeholders across organisational boundaries. • Experience of coaching and mentoring. • Conflict resolution experience. • Experience of leading large teams of staff and managing complex shift rotas. • Experience in working with regulatory bodies. • Experience in chairing meetings. • Experience creating and managing KPI's to deliver productive decision making. • A commitment to upholding high standards of service to customers and problem solving. 	<ul style="list-style-type: none"> • Experience within the Security industry of regulation and implementation. • Experience within the aviation industry.
Knowledge	<ul style="list-style-type: none"> • Ensure a clear understanding of compliance and regulations of the CAA and Dft and best practice. 	

Skills	<ul style="list-style-type: none"> • Ability to analytically assess risk and/or risk threat. • A clear thinker, able to motivate and make effective decisions in a complex and challenging environment. • To be able to maintain a calm presence in pressure situations. • Strong influencing, persuading, and negotiating skills. • People and leadership skills with the ability to develop and inspire others achieve the Airport's objectives. • Excellent interpersonal, written and verbal communication skills. • Ability to establish positive relationships and engagement at all levels. • Excellent planning and organising skills with a track record of achieving tasks and projects to challenging deadlines. • Ability to understand and act consistently with the aims and objectives of the Airport. • Proficient in the use of MS Office applications. 	<ul style="list-style-type: none"> • Appreciation of public and private sectors' cultures. • Ability to implement creative and imaginative approaches to people management and to identify new options for service development.
General	<ul style="list-style-type: none"> • To work flexibly when required. • To maintain strict confidentiality • Ability to travel if work required. • High levels of integrity and trust. • Adaptable, resilient, and determined. • A consistent and fair people manager and advocate. 	

	<ul style="list-style-type: none">• A strong commitment to the principles of equality, diversity and inclusion.• The ability to gain DBS & CTC security clearance in advance of starting the role, and any other criminal checks deemed sufficient.	
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