

Security and Systems Manager (SSM)

Job Description

The Security and Systems Manager (SSM) is a key resource of the Fredericton International Airport Authority (FIAA) operations system. The SSM leads the coordination of aeronautical secure operations and assists a variety of work in the overall operations, administration, maintenance, emergency response, and management support. The SSM is responsible for providing guidance and direction for the planning, implementation and operation of the FIAA Security Management System (SeMS), Vortex and Occupational Health and Safety. This position requires the ability to cope with changing circumstances and situations with little supervision. The SSM acts independently of other managers within the organization and is responsible for providing information and advice to senior management on matters relating to secure operations. Tact, diplomacy, and a high degree of integrity are prerequisites. The job requires flexibility because assignments may be undertaken with little or no notice and outside normal work hours. The SSM ensures that all work is performed in a manner that meets regulatory requirements, occupational health and safety and security standards in accordance with FIAA published practices and procedures and performs other duties as assigned. This position reports to the Director of Operations.

Key Responsibilities

1) Manages airport security

- Manage and maintain FIAA Security Program.
- Oversee third party security detail and associated contract
- Manage and maintain security detail Post Orders.
- Implement and manage the FIAA Security Management System (SeMS).
- Manage Pass Control Office and Restricted Area Identity Card Program including the Operations Administrative Assistant.

- Manage access control system and CCTV system.
- Conduct security incident investigations, root cause analysis (RCA), corrective action plan (CAP) as required.
- Non-passenger screening (NPS) and non-passenger screening vehicle (NPS-V) program implementation and management.
- Liaise with TC Security inspector during inspections.
- As the FIAA secondary security contact, reacts and responds accordingly to increased level of threats to airport security.
- Schedule and chair FIAA Security Committee meetings.
- Manage supply chain and stock security program.
- Manage and maintain ATB evacuation plan.
- Plan and co-ordinate security tabletop and live full-scale exercises (annual).
- Assist in planning and coordinating safety tabletop and live full-scale exercises.
- Conduct restricted area access assessments (semi-annual).
- Perform security regulations internal audit (annual).
- Coordinate staff and commissionaire security awareness and SeMS training.
- Prepare monthly and quarterly security summaries.
- Participate in quarterly meetings as a member of the Executive Steering Group.
- Represent FIAA on the CAC Security Committee.
- Assist in managing / maintaining the Emergency Response Plan.
- Assume the role of incident commander for security related incidents and act as alternate to Incident Commander for safety related incidents
- Address customer complaints.
- Manages parking and taxis regarding third party security requirements.

2) **Ensures occupational health and safety requirements are met**

- Providing information and training on safety and health policies, practices and procedures for staff.
- Ensure that the work environment is free from unsafe practices and unnecessary hazards by inspecting the workplace on a regular basis.
- Investigating accidents and preparing reports.
- Leads the Occupational Health and Safety committee.
- Ensures safe plant and machinery, and safe movement, storage and use of articles and substances.
- Ensures adequate provision of first aid and welfare facilities and support.
- Ensures proper and timely assessment of risks to health and safety, and implementation of measures and arrangements identified as necessary.

- Provision of emergency procedures, first aid facilities, safety signs, relevant protective clothing and equipment, and incident reporting to relevant authorities.
- Liaison as necessary with other organizations and relevant authorities, and assistance and cooperation concerning audits and remedial action.
- Ensures the workplace satisfies health, safety, and welfare requirements for ventilation, temperature, lighting, sanitation, washing and rest facilities.
- Prevention and precautions against, or adequate control of, exposure to hazardous substances, and danger from flammable, explosive, electrical, noise, radiation, and manual handling risks.
- Surveillance and reporting on health and safety practices and systems.

3) **Ensures training**

- Ensuring all personnel are current on training requirements.
- Coordinating with other departments to ensure training is conducted in an effective and efficient manner.
- Producing a training plan for security personnel and the operations assistant.

4) **Assists the Director of Operations**

- Overseeing the security personnel work schedule to ensure regulatory compliance.
- Participating in the recruiting and selection process.
- Applying policies and the collective agreement related to the supervision of staff.
- Assisting in the preparation of formal performance evaluation reports and probationary recommendations.

5) **Assists in the implementation of the Safety Management System (SMS)**

- Assisting in the application of SMS plans.
- Making recommendations for any safety system issues.
- Monitoring the effectiveness of the SMS.

Job Specifications

Education/Experience

- Post-secondary education in a technical related area or a similar equivalent mentorship.
- Experience in management.
- Experience working in a highly regulated environment.

Knowledge/Job Skills

- Ability to analyze, make decisions and solve problems in a broad spectrum of technical situations.
- Proficiency in the use of computers with office and technical software packages.
- Ability to interact effectively with a wide range of people including staff, customers, suppliers, contractors, government regulators.
- Must have good time management skills and be attentive to details.
- Must be a good team player and be able to function well in a management position.
- Must have knowledge of aviation security regulations, procedures and practices.

Judgment/Initiative

- Must be able to recognize and respond effectively to changes in the business and technical environments of the airport industry.
- Must be able to meet deadlines.
- Must be organized, a self-starter and be able to prioritize work.

Physical/Mental Demands

- Must be able to work extra hours when required.
- Must be able to operate effectively in the event of an airport emergency.
- Must be able to operate in a changeable business environment.
- Must maintain the required security clearance.