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## JOB DESCRIPTION

Position Title	Head of Security
Department	Security
Reporting To	Chief Executive Officer
Direct Reports	Chief Security Officer
Location	Lagos

### **PRIMARY OBJECTIVE**

Develops and maintains the aviation security department ensuring compliance with National and International regulations.

### **PRINCIPAL ACCOUNTABILITIES AND RESPONSIBILITIES**

- To maintain and publish security standards in co-operation with all other bodies. Policy and procedures must be clearly defined in the Operations Manual Part A and the Security Manual.
- Review and record company security incidents and occurrences and initiate investigations as appropriate. This will include the monitoring of trends.
- Evaluate security related material and publications within Arik Air, other airlines, institutions, government authorities, other relevant bodies to determine and supervise the distribution of such material to operational personnel.
- To evaluate and assess any security threat to Arik Air and implement any remedial action as necessary.
- Ensure that all company personnel are appropriately trained in all aspects of security relevant to their duties and areas of responsibility.
- To ensure effective implementation of security procedures by regular audits and inspections that meet NCAA and FAAN requirements.
- Establish and maintain any aircraft incidents procedure to ensure an effective response through training and testing of all personnel.
- Encourage submission of confidential security reports through the Security incident reporting scheme.
- To develop and maintain Industry contacts on matters relating to security through governing bodies and organizations such as IATA, ICAO, NCAA and FAAN.
- To represent Arik Air at national and international conferences and meetings on all matters relating to aviation security.
- Ensure performance plans and reviews, including training and development requirements are completed for direct reports.
- Perform other duties as appropriate and within competence as requested from time to time.
- Ensure all security personnel within the security department have undergone initial and periodic security background checks.
- Perform other duties as appropriate and within competence as requested from time to time.
- Develop, Maintain and control of the security program.

### **QUALIFICATION/EXPERIENCE**

- University Degree B.Sc./HND (Upper /Lower Credit).
- Knowledge of advanced explosive and narcotics security screening equipment.
- Previous experience in a similar security role.
- Ability to multi-task and prioritise in a pressurised environment.
- Ability to manage, direct, lead by example and supervise a diverse workforce in multi-site



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locations.

- Ability to handle difficult situations with tact and diplomacy that may occur with staff members, visitors, contractors, suppliers, passengers and regulatory authorities.
- Strong verbal and written communication skills.
- Ability to handle potential volatile situations calmly.
- Five (5) years in Aviation security or a proven track record of working in a security role.
- Experience of working with people from diverse backgrounds.
- Successful completion of an IATA or ICAO Security Management Training course.

## **WORKING RELATIONSHIP**

- Station Managers
- National and Local authorities
- Nigerian Immigration
- Nigerian Police Force
- Nigerian Civil Aviation Authority
- Federal Airport Authority Nigeria
- Operations Managers