



LEAD CHANGE AND MAKE AN IMPACT IN CANADA'S BIGGEST CITY



The Toronto Port Authority, doing business as PortsToronto, operates the Billy Bishop Toronto City Airport, the Port of Toronto and the Outer Harbour Marina. We are proud to be partners in securing Toronto's economic prosperity and enhancing its beautiful waterfront for all to enjoy.

If you're looking for a great position and a chance to make an impact, PortsToronto has the following full-time, challenging opportunity awaiting you:

AIRPORT SECURITY SPECIALIST

POSITION OVERVIEW

The Airport Security Specialist plays a crucial role in ensuring ongoing compliance with Aviation and Marine Security Regulations. They are responsible for the day-to-day administrative functions of the Security Management System (SeMS). The Specialist reviews security incidents, conducts audits, ensures up-to-date SeMS documentation and training of personnel on security related topics.

The Airport Security Specialist must keep current with changes in applicable legislation. This position will assist in the drafting, reviewing, and updating of various security related documents, ensuring that security documents are comprehensive, compliant, and effectively communicated, contributing to the overall security and resilience of Billy Bishop Toronto City Airport.

In addition, the Airport Security Specialist will provide back-up to the Pass Officer in their absence.

General duties and responsibilities include, but are not limited to:

SECURITY MANAGEMENT:

- Responsible for the development, implementation and upkeep of the Airport's Security Management System (SeMS) and ensuring full compliance in meeting the SeMS regulatory requirements as they are developed and come into force
- Review and enter various SeMS reports i.e.: Security Incidents, Hazards, Analysis forms into Vortex and follow up as required
- Lead and participate in various audits
- Lead corrective action tracking, task calendar and action records
- Lead various SeMS Meetings and risk assessments as required
- Work closely with a variety of operational security systems including but not limited to;
 - access control
 - CCTV
 - Vortex
- Liaise with internal and external agencies and stakeholders with respect to repair and maintenance of security systems and identify areas for improvement
- Maintain the inventory of physical keys
- Participate in Emergency Exercises and the Emergency Operations Centre as required
- Prevent acts of unlawful interference of civil aviation by ensuring compliance with aviation security legislation
- Provide education and information related to airport security
- Work with the Enforcement Officers to plan and execute various education and compliance initiatives

AUDIT and COMPLIANCE:

- Ensure compliance with all applicable security legislation and regulations
- Conduct both routine and adhoc compliance checks of construction sites, security check points, pass office and contracted security staff
- Track service level compliance of contracted security provider(s) and other security related service providers
- Review incident reports and investigations to ensure adherence to process is maintained and that documentation is complete, detailed and accurate.
- Conduct a variety of audits, prepare reports and develop corrective action plans for:
 - Pass Office functions
 - Security Contract adherence
 - Compliance with security regulation and legislation
 - Compliance with established processes
- Liaise with a variety of law enforcement agencies to provide assistance with ongoing investigations and facilitate training
- Able to interpret and apply relevant legislation

- Develop, review and update various plans and procedures, post orders, training and other documents relating to airport and marine security.
- Be familiar with the Canadian Aviation Security Regulations, Canadian Marine Transportation Security Regulations, Trespass to Property Act and all applicable security measures and their application
- Be familiar with the Airport Emergency Response Plan, various airport security plans and related SOPs
- Develop and deliver presentations to airport tenants, stakeholders and the public related to airport security
- Participate in continuous quality improvements by reviewing work for accuracy, presentation and efficiency

QUALIFICATIONS:

- Post-secondary education with a Diploma or Certificate in Aviation Management and/or a Diploma or Certificate in Security or Law Enforcement preferred
- Minimum of 5 years' experience in airport operations, directly including security, regulatory compliance, and planning and tracking preferred
- Experience or training with auditing (ie ISO 9001) would be an asset
- Experience in working with policies and regulations
- Able to maintain confidentiality with sensitive information
- Customer service focused, able to interact with all levels in a professional, positive manner
- Excellent communication skills both oral and written
- Able to compose correspondence, reports, conduct analysis and prepare professional documentation
- Highly organized, possessing a solid ability to plan and follow up
- Possess sound judgement and the ability to effectively problem solve and/or escalate accordingly
- Resourceful self-starter, able to work independently and within a team environment
- Able to handle a variety of projects and produce work with a high degree of accuracy and attention to detail
- Able to multi-task, manage and meet deadlines and adapt easily to change
- Advanced computer skills with Microsoft Office products
- Must possess an airport vehicle operator's permit (AVOP D) or ability to acquire within one month and an Aeronautical restricted radio operator's certificate (ROC-A)
- Must have a Restricted Area Identity Card (RAIC) – or ability to acquire
- Experience with Vortex, CCTV and Access Control Systems is an asset
- Incident Management System (IMS) 200 and 300 is an asset
- Bilingual in French and English is considered an asset

KNOWLEDGE:

Possesses substantial understanding of:

- Canadian Aviation Security Regulations and applicable Security Measures
- Traffic on Landside of Airport Regulations
- Canadian Marine Transportation Security Regulations

Qualified candidates are invited to e-mail a resume along with a covering letter outlining how your experience supports our position requirements to: careers@porttoronto.com.

In the Subject Line state: **AIRPORT SECURITY SPECIALIST**

We thank all applicants for their interest. Only applicants selected for an interview will be contacted.

PortsToronto is an equal opportunity employer.