



Role profile

Domestic Aviation Security Policy Adviser

Grade: (1 post) Senior Executive Officer (SEO)	Location(s): London Choose an item.	Job Type(s): Security Policy
Salary Minimum: £42,466	Profession: Policy	Directorate: Aviation
Contract Type: Permanent	Reporting to Job Title: Grade 7 Team Leader	

Job descriptions

Job summary

The post presents an interesting opportunity to make a full contribution to the development and delivery of the UK National Aviation Security Programme.

The role sits within the Domestic Security Team of the Aviation Security Strategy and Policy Division. The Division is responsible for the development of policies and strategic planning to combat the threat of terrorist attacks on civil aviation, both within the UK and overseas. The post-holder will help to shape aviation security policy for UK operations and the delivery of programmes of work under the UK aviation security strategy. This requires significant collaborative working across the department and liaison with other stakeholders including the Civil Aviation Authority (CAA) and UK aviation industry.

This is high priority work, with considerable Ministerial and cross-Government interest and will offer development opportunities for your career aspirations. Our expectation is that the successful candidate will remain in post for two years.

Duties and responsibilities

The post-holder will be responsible for:

- Leading on specific domestic security policy areas relating to passenger and baggage security screening at airports; providing expert advice on current policy to industry stakeholders;
- Providing high quality advice and analysis to Ministers and senior leaders, developing domestic aviation security policy; preparing submissions, briefing, papers and legal instructions, where appropriate;
- Working closely with colleagues across the Aviation Directorate to ensure a consistent approach in policy-making;
- Building strong relationships with the relevant sectors of the aviation industry, undertaking site visits (COVID-19 permitting), gaining a solid understanding of

how policy is implemented, identifying areas of best practice; ensuring that stakeholder meetings run by the Division are supported and managed effectively.

Person specification

We are looking for candidates that:

- Have strong policy development skills and the ability to spot risks and opportunities, and problem solve across multiple work programmes.
- Have excellent communication skills, with strong personal impact and ability to produce high quality policy documents.
- Can build effective relationships with industry stakeholders.
- Are self-motivated and organised, with an ability to work independently to drive forward changes.
- Have the ability to manage multiple and often conflicting priorities to time, whilst maintaining accuracy and attention to detail.

Behaviours

The following key behaviours will be assessed:

- Making Effective Decisions
- Communicating and Influencing
- Delivering at Pace
- Managing a Quality Service

Experience

- Knowledge or experience of aviation security
- Policy development experience

[More information about Experience](#)

Strengths

You will also be assessed against Civil Service Strengths at interview. For further details, please see the [Civil Service Strengths Dictionary](#).

[More information about Strengths](#)

Other helpful information you need to know

Level of security clearance*: Security Check (SC) with a willingness to undergo DV.	Working Pattern: Full-time; Part time; Job share; Flexible working.	Contact Information: Ann Davey Ann.davey@dft.gov.uk 07860 409202
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* Note that this is a reserved post and open to UK citizens only