



CAYMAN PORT

## Port Authority of the Cayman Islands

**Job Title:** Port Facility Security Officer ("PFSO")  
**Department:** Executive Administration- Security  
**Reports to:** Port Director  
**Approval date:** December 13, 2023

### JOB SUMMARY

The Port Facility Security Officer ("PFSO") is responsible for coordinating and organising all maritime and land-based security activities and operations on behalf of the Port Authority of the Cayman Islands (PACI). The PFSO is responsible for implementing and overseeing security measures and protocols at the port facility to safeguard against potential threats and ensure compliance with relevant security regulations. The incumbent plays a key role in ensuring the delivery of safe, reliable, and compliant operations of the PACI to the International Ship and Port Facility Security ("ISPS") code. Under the direction of the Port Director, the PFSO will coordinate with the United Kingdom ("UK") Department for Transport ("DfT") to ensure the effective implementation and adherence to maritime security measures, fostering a secure and compliant operational environment. The PFSO offers insights on security matters to the Executive Management Committee and, if required, is included as a participant in the committee to provide valuable input.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Operations and Security Management

- Ensures the development, implementation, revision, and maintenance of the Port Facility Security Plan ("PFSP").
- Conducts an initial and subsequent comprehensive security survey of the port facility, on an agreed basis, in line with the risk assessment results concluded by the relevant parties, considering the relevant Port Facility Security Assessment ("PFSA").
- Conducts routine security inspections of the port facility to verify the ongoing effectiveness of security measures, documents inspection results and formulates remediation plans for any discrepancies or vulnerabilities noted.
- Secures and preserves all records such as hand-written notes, computer logs, telephone logs and video from closed circuit security systems in the Port Authority's possession for review and to hand over to the police should an investigation be initiated.
- Ensures that for contracted and outsourced security, time logs are maintained for payroll payments.
- Prepares and submits a budget for all security needs to the Deputy Port Director – Finance & Administration ("DPDFA").
- Assists with the revision of daily security logs at the end of each month to ensure that all are completed satisfactorily.
- Provides guidance and direction to the Security Manager relative to all maritime and land-based security issues.
- Stays abreast of new technology related to maritime security and actively explores opportunities to deploy relevant and new technologies at PACI.

- Completes Declarations of Security clearance on behalf of PACI for vessels calling to any Cayman Islands port facilities.
- Assists with the maintenance of records (required under the ISPS code) relative to occurrences that may threaten the security of the Port Facility and reporting the same to relevant authorities.
- Committed to undergo any necessary training mandated by PACI, encompassing both familiarization with current or emerging duties and the periodic reassessment of existing certifications.
- Verifies that security employees comply with all policies, procedures, standard operating procedures, and actively contributes to the continuous refinement and development of these policies and procedures.
- Ensures that proper reporting protocols are adhered to, and all reports are accurately completed within the stipulated timeframe and remains compliant with the ISPS code.
- Ensures compliance with the standards set for personnel responsible for the security of the Port Facility.
- Undertakes any other respective assignments required from time to time, to fulfil the job purpose.

#### Communications Management

- Reports to the relevant authorities and maintains records of occurrences which threaten the security of the Port Facility.
- Liaise with military vessels, visiting vessels and conducts safety security briefings.
- Assists with the organisation and chairing of Port Security Committee meetings.
- Assists Ship Security Officers in confirming the identity of those seeking to board the ship when requested.
- Depending on the assessment of a security incident, advises the Port Director to restrict/close access to the waterside of the Port, the Landside of the Port, or both, except for emergency and law enforcement purposes.
- Communicates and coordinates implementation of the PFSP with the Security Manager and the appropriate Ship Security Officer(s) employed by the ships.
- Communicates and coordinates with the UK DfT and control authorities to ensure seamless collaboration and adherence to regulatory standards and protocols.
- Communicates details and objectives of security drills and exercises to all relevant personnel.
- Debriefs and provides feedback to personnel and executive management after security drills to enhance preparedness.
- Offer insights and recommendations on security matters to executive management.

#### Safety and Crises Management

- Ensures that security equipment is properly operated, tested, calibrated, and maintained.
- Responds to any reports of security threats, incidents, and breaches of security.
- Assumes a leadership role during a security incident, providing instructions and guidance to the Security Manager on the implementation of response plans.
- Notifies the Port Director and the Governor's Office promptly in the event of an incident or crisis, maintaining effective communication throughout.
- Responsible for assessing information provided to determine if an incident is an accident, or criminal/terrorist act and the likelihood of any simultaneous occurrences.
- Establishes communication with police, fire, and medical personnel during a crisis to facilitate coordination and response efforts.

- In the absence of the Port Director or Deputy, provides the Port Security Officer with updates on Threat Level status and the current operational status of the port (i.e., open, closed) for the information of ships in Cayman waters.
- Responsible for deploying security guards and one Port Authority vessel to secure area until it is determined safe to resume normal operations.
- Responsible for the recording of security incidents and notifying the police immediately where a criminal offence is suspected and hand over to them, all material gathered during the enquiry.
- Responsible for completing and lodging Incident Report Forms on all security incidents to the UK DfT, facilitated through communication with the Port Director and the Chairman of the National Security Committee.
- Collaborates and oversees the development, implementation, and maintenance of security programs and plans, encompassing incident response management and the Disaster Contingency Plan for PACI.
- Coordinates the implementation of Emergency and Incident Response, Management and Recovery plans as it relates to Port Security Operations.
- Collaborates on the planning and proposes strategies to mitigate crime and criminal activities across all port assets.
- Provides assistance in all areas and tasks essential for pre- and post-potential natural disasters.

#### Human Resources (HR) Management

- Enhances security awareness and vigilance of the port facility personnel by implementing programs and initiatives to cultivate a heightened sense of alertness and consciousness among staff members.
- Ensures that all mandatory training has been provided to personnel responsible for the security of the Port Facility, including contracted and outsourced personnel.
- Verify that all security staff, including outsourced personnel, possess a Level 1 ISPS certificate, and ensures that it is current and up to date.
- Manages and monitors the work performance of assigned employees.

#### **QUALIFICATIONS AND EXPERIENCE**

- Internationally recognised Port Facility Security Officer Certification is required with a minimum of ten (10) years law enforcement, or security experience in a port; or Associate degree in Security Administration or related security discipline, with a minimum of seven (7) years' experience in a similar position.
- Experience in management and customer services is an asset.
- Trained in Incident Command and Control, Emergency Management, CPR and First Aid is an asset.
- Working knowledge and experience with local laws/Acts, regulations, International Ship and Port Facility Security Code (ISPS) and Risk Assessment is an asset.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Excellent written and verbal communication skills including both technical and business writing, report preparation, documentation, and presentation and facilitation skills.
- Demonstrates effective public speaking skills with the ability to articulate ideas clearly, engage audiences, and convey information in a compelling and impactful manner.
- Demonstrates a remarkable ability to think rapidly and make swift, effective decision making in various situations, showcasing critical thinking, agility and adaptability in problem-solving scenarios.

- Technically savvy and proficient in common office software such as MS Office suite (Word, Excel, PowerPoint, and Outlook), and comfortable learning new technology tools.
- Effective leadership skills with ability to create and maintain a motivated and engaged high performing, collaborative, and learning environment to drive results and foster a shared vision and sense of purpose.
- Strong drive, enthusiasm, and an outstanding work ethic.
- Adaptable with the ability to complete work and deliver results in an environment of pressing deadlines and changing conditions and display resilience when dealing with ambiguity and changing conditions.
- Effective interpersonal skills, ensuring respectful and collaborative engagements with individuals at various hierarchical levels within the organisation.
- High level of maturity, authority, professionalism, ethical judgement and integrity, tact and diplomacy, commitment, consistency, dependability, and confidentiality and ability to exercise discretion and manage confidential information with a strong sense of urgency and practicality.

### **SUPERVISORY RESPONSIBILITIES**

- Direct supervisory responsibility as delineated on PACI's Organisational Chart including direct oversight on Security Management.
- Provides on-the-job training, mentoring, effective performance feedback, and identifies training and development needs as applicable.
- Ensures that team members are delegated the appropriate and relevant levels of accountability and authority, assigns, reviews, and evaluates team members performance.

### **WORKING CONDITIONS**

#### General

- The incumbent will be expected to perform the essential functions and duties of the job under normal working conditions and standard business working hours.
- Work is performed primarily in a standard office environment with some travel to different sites.
- Flexibility to work overtime beyond the normal work hours such as on evenings and/or weekends as necessary to complete required duties and functions and meet deadlines and is on call 24/7 in the event of an incident, or other urgent business needs.
- The incumbent must be able to carry out and complete their work with frequent and varied interruptions such as meetings, calls, employees asking for assistance, etc.
- Travel to the Sister Islands, and other regional or international business travel as necessary

#### Physical

- Must have the ability to:
  - operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and
  - stand or sit for prolonged periods of time and to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight.

#### Vision

- Must have the ability to see in the normal visual range with or without correction. Specific vision abilities required by this job include close vision, distance vision, colour vision, peripheral vision, depth perception, and the ability to adjust focus.

Hearing

- Must have the ability to hear in the normal audio range with or without correction.

The Port Authority of the Cayman Islands reserves the right to amend this Job Description based on the business requirements of the Port; and will advise the postholder of such change(s) within a reasonable time frame of the review.

**AGREED BY:**

**Jobholder (CAPITALS):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Dept. Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_