Job Description:
Aviation Vetting Coordinator
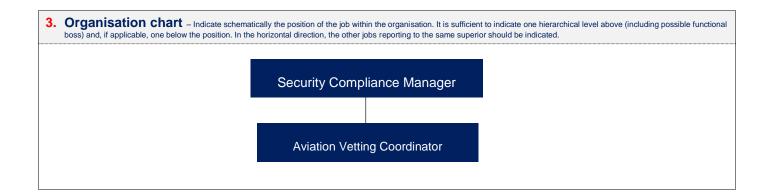
sodexo
QUALITY OF LIFE SERVICES

Function:	Aviation Vetting Coordinator
Job:	Administration
Position:	Administrator
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Security Compliance Manager – Jessica O'Kelly
Additional reporting line to:	
Position location:	Heathrow Airport

1. Purpose of the Job – State concisely the aim of the job.

- Support the onsite Aviation team by providing administrative control/support for the airside pass application process
- To establish/promote accountability and responsibility by building beneficial relationships and ensuring a co-ordinated approach to operational deadline adherence.

2. Dimensions – Point out the main figures / indicators to give some insight on the "volumes" managed by the position and/or the activity of the Department.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc						
		Net income growth:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Cash conversion:	tbc						

Characteristics	▪ Add point

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.

Security Compliance Manager

Aviation Vetting Coordinator

4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- To ensure airside pass applications are completed within the requirement of 6 weeks
- Maintain detailed records of all due, pending and completed vetting

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Checking and processing of pass applications in line with the relevant standards
- Communicate to the relevant people in good time when difficulties arise
- Manage data and files and ensure all information is kept secure and in accordance with the relevant Data Protection policies
- When required (maximum 1 day per week) travel to Gatwick airport to complete security interviews and ID checks and return ID passes to the ID centre
- Monitor operational deadlines and complete the appropriate follow-up to ensure success
- Develop beneficial internal and external relationships
- Resolve issues by liaising with the relevant support teams
- Production of report summaries when required
- Monitor communication from the Heathrow ID Centre and escalate where necessary
- Checking of original identity documentation using the facilities provided e.g. TrustID Cloud service

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- All applications submitted in line with agreed timelines
- Accurate submissions of all vetting documentation
- Improved processes delivering time savings
- Vetting compliance

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Good standard of education required, including Maths, English & IT
- PC literate, an intermediate knowledge of Microsoft products is essential (Word, Excel, and Outlook)
- Experience of time management/prioritizing
- Experience of vetting would be desirable
- Previous administration experience is preferred

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

▪ Growth, Client & Customer Satisfaction / Quality of Services provided	▪ Leadership & People Management
▪ Rigorous management of results	▪ Innovation and Change
▪ Brand Notoriety	▪ Business Consulting
▪ Commercial Awareness	▪ HR Service Delivery
▪ Employee Engagement	
▪ Learning & Development	

9. Management Approval – To be completed by document owner

Version		Date	

Document Owner	