



JOB SPECIFICATION

As a Borders and Coastguard Officer you will have a wide variety of responsibilities (see full job description below) at entry points to the Gibraltar such as the land frontier, the airport, the port and marinas, protecting Gibraltar's borders 24 hours a day working shifts. You will:

- check travel documents, passports and question passengers about their travel plans and their visit
- search people, luggage, vehicles, vessels and aircraft
- detain people where necessary for further questioning
- record statements and make case notes
- support operations by other security agencies like the police
- participate in continuous professional development to meet required regulatory requirements

The ideal candidate will be required to have:

- a confident, responsible and methodical approach to work
- the ability to work under pressure and meet deadlines
- the ability to manage a complex workload
- good spoken and written communication skills
- good team working skills
- the ability to work alone and in a team
- good powers of observation
- the ability to manage challenging situations in a calm and professional manner
- a willingness to work flexibly

Qualifications/other requirements:

- Minimum 3 GCSEs at grades A, B or C one of which must be English
- Spanish GCSE would be desirable
- In possession of a valid 'B' class driving
- Clean criminal record
- Gibraltar resident
- Participation in a shift rotation on a permanent basis, working weekends, nights and public holidays

All applicants will be required to sit an entrance exam from which shortlisted candidates will be selected for interview.



TITLE: BORDERS AND COASTGUARD OFFICER

RESPONSIBLE TO: SENIOR BORDERS AND COASTGUARD OFFICER and/or such other Senior Officer of the Agency as the Chief Executive Officer may designate

DUTIES:

1. SECURITY DUTIES:

- 1.1 To carry out and discharge all manner of security duties and functions that may be required by the Agency at the Airport, Air Terminal (including related cargo buildings and aprons), Cruise Terminal, Ferry Terminal, Port, Frontier and other entry point into or exit point from Gibraltar or other place as may be required by the Agency.
- 1.2 Without prejudice to the generality of paragraph 1.1 above, to carry out all security functions and duties at any of the places mentioned in that paragraph as may be required by any legislation applicable thereto and in the manner and to the standard required by any such applicable legislation.
- 1.3 Without prejudice to the generality of paragraphs 1.1 and 1.2 above, to carry out all the following functions and duties:
 - (a) screening and searching (by both mechanical/electronic means and manual means) persons, cabin baggage, hold baggage, articles and goods and containers of all kinds;
 - (b) searching vehicles, airplanes, boats, plant and equipment and buildings;
 - (c) screening and searching of cargo, mail and supplies;
 - (d) staffing and operating all manner of electric, electronic, digital, mechanical or other security equipment or devices (including x-ray equipment);
 - (e) carrying out security patrols;
 - (f) enforcing security related legislation applicable to any of the places mentioned in paragraph (1.1);
 - (g) carrying out patrols of Gibraltar's Land Border.

2. IMMIGRATION DUTIES:

- 2.1 Performing all Immigration Control duties in the manner specified by the Agency at the Air Terminal, Land Frontier (including the pedestrian, vehicle and commercial crossing points), Ferry Terminal, Cruise Terminal, Yacht Berths and Marinas, other entry and exit points to and from Gibraltar and at such other places as the Agency may require.
- 2.2 Application and enforcement, as required by the Agency, throughout Gibraltar of the immigration provisions of the Immigration, Asylum and Refugee Act.
- 2.3 Collating such statistical information and other data as the Agency may require in the manner specified by the Agency. -
- 2.4 Carrying out patrols of Gibraltar's Land Border.

3. TRAFFIC CONTROL

- 3.1 Controlling and directing vehicular and pedestrian traffic flow of immigration lanes and passport control at the Land Frontier and other places solely for the discharge of security or immigration duties.

4. SEABORNE AND AIRBORNE DUTIES:



- 4.1 To assist in carrying out maritime search and rescue operations.
- 4.2 To assist in general maritime and seaborne incident response including but not limited to accidents and pollution incidents.
- 4.3 To conduct general patrols of Gibraltar's territorial waters and its maritime borders.
- 4.4 To monitor and enforce compliance with marine and coastal environmental protection laws and other environmental protection laws where the source or cause of the threat is seaborne.
- 4.5 To monitor and enforce compliance with Maritime Safety and Shipping Laws and Port Rules.
- 4.6 To monitor and enforce compliance with Marine Leisure Laws.
- 4.7 To monitor and enforce compliance with bunkering laws, rules and codes of practice.
- 4.8 Such other related or similar duties as the Agency may require.
- 4.9 For the purposes of any seaborne or airborne duty, to embark upon any vessel or aircraft of the Agency or of any other Department, Agency or Authority of the Government and in the case of maritime vessels to assist in the manning and operation of the vessel by carrying out seaman's and maintenance duties as necessary or required by the Agency.

5. OTHER DUTIES:

- 5.1 To drive any motor car or motor cycle of the Agency for which the officer possesses the necessary licence.
- 5.2 To carry out the duties in Section 4 in so far as they may be carried out without embarking on a boat or aircraft.
- 5.3 Any other duty appropriate to the grade as directed by the Chief Executive Officer.