

## COUNCIL OF THE ISLES OF SCILLY

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### ROLE PROFILE

Role Profile					
<b>Job Title</b>	Air Traffic Control Officer  (ATCO)	<b>Job No.</b> (Office Use)		<b>Grade</b> (Office Use)	7 + Market Supplement
<b>Business Unit</b>	Infrastructure and Planning				
<b>Team</b>	Airport				
<b>Reports to (Job Title)</b>	Senior Officer: Airport Manager/Manager Air Traffic Services				
<b>Suitable for Job Share (Y/N)</b>	N	<b>If No state reason</b>			
<b>Location</b>	Isles of Scilly	<b>Shift Pattern</b>		As required	
<b>DBS check required</b>	N				

<b>Job Purpose</b>	<p>Working within the general direction of the Airport Manager/ Manager Air Traffic Services, assisting with fulfilling the necessary statutory functions in order to permit the safe operation of public transport and other flights at St. Mary's Airport.</p> <p>To act as an integral part of the Council's Airport staff team and as such, working within agreed policies and procedures, making a contribution to the overall safety, security and service provision at the Airport. Support the Airport Manager/ Manager Air Traffic Services and other officers of the Council.</p> <p>Establish and maintain effective working relationships with the Airport Manager/ Manager Air Traffic Services on a one to one basis, in such a way as to ensure that there is an understanding and clarity of the post holder's specific areas of responsibility and accountability.</p> <p>Provide appropriate professional technical advice and support to the Airport Manager/ Manager Air Traffic Services by:</p>
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- providing appropriate advice and assistance to ensure compliance with published requirements regarding notification of changes, installation of or decommissioning of airport facilities, equipment and procedures;
- contribute to the ATS Unit Safety Management System and associated Departmental Instructions;
- bringing to the attention of the Airport Manager/ Manager Air Traffic Services notification of impending changes to legislation or CAA requirements and the likely impact for the airport;
  - in the absence of the Airport Manager/ Manager Air Traffic Services or the deputy carrying out those functions necessary to maintain safe orderly and expeditious air traffic control operations;
  - acting in a supporting manner to the Airport Manager/ Manager Air Traffic Services by providing the necessary technical advice, and to assist other staff in his/her absence by carrying out any functions necessary to maintain operations and the safety and welfare of airport users and other employees.

Maintain effective working relationship with the CAA by:

- assisting the Airport Manager/ Manager Air Traffic Services to manage the Air Traffic service equipment and facilities to ensure that they meet the Technical and Physical Safeguarding requirements of the CAA and are properly maintained to the CAA requirements;
- assisting with arrangements for the CAA annual ATE & ATC Audits, ensuring that the appropriate documentation is up to date and available.

Carry out the operational watch-keeping functions of an air traffic controller as indicated by the duty roster to facilitate the safe movement of arriving and departing traffic through approach and aerodrome control in accordance with the Manual of Air Traffic Services Parts 1 and 2 by:

- providing accurate and precise in-flight information to aircraft movements in accordance with MATS Part 1 & 2 procedures;
- notifying aircrew and other appropriate authorities of failures or irregularities of essential airport facilities and services in accordance with MATS Part 1 procedures;

- alerting airport safety and emergency services when necessary, including carrying out duties as required in the Emergency Orders;
- operating airfield lighting systems and navigational aids;
- transmitting weather information and forecasts to aircraft operators and other appropriate bodies;
- ensuring that Aircrew can obtain access to Flight planning processes, Aeronautical Information Service briefings and weather information services;
- monitoring and reporting unserviceable ATC or aerodrome equipment and facilities in accordance with the appropriate Reporting Systems, ensuring that the faults are closed out when the equipment is brought back into service;
- taking any appropriate reporting action as directed in the Manuals of Air Traffic Services Parts 1 & 2 without delay;
- having regular communication with all those staff with responsibility for the delivery of services which relate to air traffic control, to ensure that high standards are maintained.

Assist the Airport Manager/ Manager Air Traffic Services by ensuring that you remain a competent holder of the required endorsements of your Air traffic Controllers licence by:

- participating in the practical application of the unit training plan in conjunction with the Unit Training Officer and participate in the arrangements for each ATCO to complete their annual competency checks;
- assisting the Airport Manager/ Manager Air Traffic Services to deliver the recruitment and training requirements of new ATCO's and ATC assistants;
- providing direction to and if applicable supervise the day to day work of the ATC Assistants.

In conjunction with the Airport Manager/ Manager Air Traffic Services maintain regular communication with all those staff with responsibility for the delivery of services which relate to air traffic control, to ensure that high standards are maintained.

	<p>Promote the use of the ATS Hazard Reporting System and Aerodrome Safety Event Reporting Systems used to identify and report actual and potential hazards, with a view to addressing safety issues in a timely and proactive manner and assist the Airport Manager/ Manager Air Traffic Services to carry out preliminary investigation of any incident involving safety to assess ATC involvement, and if necessary following consultation with the CAA and the Airport Manager/ Manager Air Traffic Services , take appropriate action.</p> <p>Complete all necessary administrative duties and paperwork and undertake the administrative tasks necessary to ensure the smooth running of the ATC unit. Ensure, where applicable, that ATC documentation and publications are amended promptly in accordance with the Document Control Departmental Instruction and are available for immediate reference at the operational control position; and ensure the compilation and dissemination of NOTAM information when required.</p> <p>Take an active role in supporting and developing a culture of team working for the benefit of all working at or using the airport.</p> <p style="text-align: center;">To act as an Officer of the Council and as such make a contribution to the overall aims of the Authority, working within agreed policies and procedures</p>

<p><b>Autonomy and Accountability</b></p>	<p>Responsibility for decision making on a broad variety of matters within own work area, ensuring that in making decisions a range of options are explored and that risks and resource implications are taken full account of.</p> <p style="text-align: center;">-</p>

<p><b>Relationships and Communications</b></p>	<p>Highly developed interpersonal and communication skills to cultivate and sustain good working relationships with external organisations, elected Members and the community.</p>
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<b>Management of Resources</b>	<p>Management skills, including the ability to lead and motivate and integrate performance management to achieve improvements in performance and excellent results.</p> <p>Engender effective relationships within the team in order to maximise individual contributions towards the effective delivery of business functions, through the provision of clear directions, mentoring, supporting and motivating staff.</p> <p>Effectively lead, manage and develop junior team members to deploy and develop skills and talent to meet service unit objectives.</p> <p>Reinforce clear standards for managing performance.</p>
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<b>Working Conditions and Demands</b>	<p>There is significant work related pressure from the requirement to prioritise conflicting demands.</p>
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<b>Experience, Knowledge and Qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Must hold a valid CAA License with ADI (Aerodrome Instrument), APP (Approach) and Meteorological Observers Certificate.</li> <li>• Current EU Class 3 Medical</li> <li>• Working knowledge of legislation and policy related to responsible area and of good practice, with at least two years validated watch keeping with experience in the use of aerodrome and approach control ratings.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience of working in a remote air traffic control environment</li> <li>• OJTI ratings</li> </ul>
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<b>Corporate Standards</b>	<ul style="list-style-type: none"> <li>• In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.</li> </ul>
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	<ul style="list-style-type: none"><li>• Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.</li></ul>
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