**Squires Gate Airport Operations Limited**

# **Job Description – Air Traffic Control Officer**

## Accountable to: Manager ATS

**Scope of Job:** To expedite and maintain an orderly and safe flow of traffic. To prevent collisions between aircraft and between aircraft and vehicles on the manoeuvring area.

**Responsibilities / Tasks:**

**Operational**

* Control of aircraft on the movement area.
* Control of vehicular activity on the manoeuvring area.
* Organisation of VFR traffic flying in, approaching and in the vicinity of the Aerodrome Traffic zone.
* Sequencing of arriving, departing and transiting IFR traffic.
* Operating airfield, ATC and related systems and equipment in accordance with published procedures.
* Compliance with ATC and Airport Authority reporting procedures in accordance with published procedures.
* Maintenance of CAA and Airport Authority administrative records in accordance with published procedures.
* The alerting of and liaison with airport and external emergency services as required.
* Inspection of movement areas and associated airfield facilities.
* Checking ATC and related equipment status.
* Preparation of official meteorological reports.
* Any other duty required by the operational needs of the business.

**Safety**

* Operate within the Airport SMS procedure.
* To ensure knowledge and understanding of all appropriate safety responsibilities as detailed in the Aerodrome Manual.
* To carry out duties in a manner which minimises the incidents and accidents within your Department, particularly promoting a safe working environment.
* To advise your Manager of any safety occurrence or system failure and to identify and report any situation of potential risk or concern affecting safety of which they are aware.
* To report any safety occurrence or system failure and to identify and report any situation of potential risk or concern affecting safety of which they are aware.

**Security**

* To ensure knowledge and understanding of all appropriate security responsibilities as detailed in job description and other relevant policy documents.
* To ensure that standards set at security training courses are adhered to.

***The above list is not exhaustive, due to business needs individuals may be required to carry out additional duties.***

***To ensure maximum efficiencies within the operation, flexibility is essential. Individuals will be required to assist in other areas.***

**Review By:** Manager ATS

**Review Frequency:** Annually

**General Training:** Induction Course

Workplace Induction

Airside Driving

RT Training

First Aid

***It is your responsibility to ensure your own health, safety and welfare and that of others who may be affected by what you do or do not do.***

***I have read and acknowledged the content of the above job description.***

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| Agreed (Signature of staff member) |  |
| Print Name |  |
| Authorised by (Line Manager) |  |
| Date |  |