

## **Blackpool 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.***

Agreed (Signature of staff member) .....

Print Name .....

Authorised by (Line Manager) .....

Date .....