**Blackpool Airport Operations Limited**

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

**Accountable to: Air Traffic Services Manager**

**Scope of Job:** Assisting the ATSM in Provision of and management of the Air Traffic Control Services for Blackpool Airport in accordance with the regulatory authority requirements.

**Responsibilities / Tasks:**

**Operational**

* Day to day management of the ATC Department.
* Rostering of ATC staff to the standards required by the CAA by preparing a monthly ATC watch roster as per CAP670, including an ATCO/OSS holiday system.
* Carrying out the duties of ANSP Compliance Monitor (as listed in MATS Pt2), including associated auditing tasks..
* In conjunction with the Air Traffic Services Manager, liaising with the appropriate licensing Authority and the Airport Manager (via the Senior Air Traffic Engineer as necessary), to ensure that all navigational aids, airfield lighting, airport manoeuvring surfaces and other equipment operate efficiently and meet CAA requirements.
* Implementing and ensuring maintenance of systems for the reporting of and recording of daily traffic movements, weather data, AFTN messages and other information associated with the provision of an Air Traffic Control service.
* Assisting the appointed MET Focal Point in the compilation, accuracy, amendment and administration of the Unit MET Competency and Currency Scheme in line with the Unit Safety Management System.
* Acting as the ATC Representative in the absence of ATS Manager.
* Acting as the Unit Safeguarding |Officer and determine temporary runway declared distances
* Ensuring that the movement area and aerodrome ground lighting is inspected and their respective conditions reported.
* In conjunction with the Air Traffic Service Manager, reviewing ATC procedures to ensure that they remain appropriate for the type and level of traffic at Blackpool.
* Carrying out Incident Investigations and issue instructions, corrective procedures and/or detail training requirements resulting from ATC Occurrence Follow up Investigation Reports (CIMS/RCAM/BA/ATC/002).
* In addition to the duties and responsibilities listed, the post holder is required to perform other duties which reasonably correspond with the general characteristic of the post and are commensurate with the general level of the post and required by the operational needs of the business.

**Safety**

* Operate within the Airport SMS procedure.
* Responsible for the Health and Safety of ATC Personnel on duty.
* 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:** ATSM – July 2021

**Review Frequency:** Annually

**General Training:** Airside Safety

Manual Handling

Fire Awareness

SMS

***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 |  |