

<b>Post title:</b>	<b>Air Traffic Services Manager (ATSM)</b>
<b>Location</b>	<b>Blackpool Airport</b>
<b>Reports to:</b>	Managing Director
<b>Salary:</b>	

#### About Blackpool Airport Operations Ltd

Blackpool Airport is an important hub for aviation and employment for the Fylde coast and provides a gateway to the north west's vibrant business and leisure destinations. The Airport lies just a few mile from the centre of Blackpool and primarily operates supporting the extensive off shore energy sector (gas and wind) and in the provision of general aviation and executive aircraft services and currently accommodates more than 36,000 annual movements.

#### Purpose of the role

The Air Traffic Services Manager (ATSM) is a member of the Airport's Senior Leadership team (SLT) and is responsible to the Managing Director for the management of the Air Traffic Services, Air Traffic Engineering services and Meteorological Services for Blackpool Airport ensuring the Airport maintains regulatory compliance for the maintenance of the Air Navigations Service Provider Certification and continues to meet our customer requirements.

The ATSM is also responsible for providing competent advice to the Managing Director and the Blackpool Airport Operations Ltd Board

#### ACCOUNTABILITIES

- The ATSM is accountable to the Managing Director for compliance with all regulatory requirements for the maintenance of the Airports Air Navigation Services Provider certification and for the overall direction and supervision of all ATS and ATE personnel.

## Main duties and responsibilities

### Operations

- Act as the lead for the delivery of Air Traffic Services, Air Traffic Engineering and Meteorological Services that meet relevant ICAO, CAA and Blackpool Airport Operations Limited (BAOL) requirements in accordance with all regulatory requirements and airport policies and procedures.
- Nominated person responsible for the maintenance of the BAOL ANSP Certification in accordance with regulatory requirements.
- In conjunction with the Managing Director, ensure that the ANS business plan (including recruitment) has sufficient resources to comply with all regulatory requirements and Company Policies.
- Develop, implement and maintain a succession plan for the ATC and ATE departments to ensure business continuity.
- Manage all ATS and ATE personnel in accordance with Company policy.
- Ensure all department operational documentation, training, licensing and competence is maintained in accordance with all regulatory and Company requirements.
- Ensure all operational procedures for ATC, and ATE departments are appropriately documented and applied in accordance with relevant legislation and regulatory requirements and that, when changes to procedures are planned, to ensure that risks are minimised, as far as is reasonably practicable, and regulatory approval obtained where necessary.
- In conjunction with the Operations, Safety and Compliance Manager (OSCM), ensure all requirements for aerodrome safeguarding are met; including the safeguarding of IFPs.
- To ensure that all duties and responsibilities commensurate with the role, and as detailed in the Aerodrome Manual, SMS and associated CIMS documents, are discharged with compliance and due diligence.
- Ensure whenever new systems (people, procedures, equipment or changes to any of these) are being introduced within the departments suitable and sufficient safety assurance has been undertaken and completed in accordance with the Airport's Change Management procedures and SMS.
- Ensure that ATC is represented at meetings with other departments, local operators and regulators, as required and subject to operational requirement.
- Responsible for assessing and implementing emerging technologies and best practice and horizon scanning for opportunities relating to operational efficiencies within the functions delivered by the ATC and ATE departments.

<ul style="list-style-type: none"> <li>• Participate in the Duty Manager rota.</li> <li>• To carry out such other (extraneous) responsibilities and duties as directed/delegated by the Managing Director.</li> </ul>
<p><b>Safety and Compliance</b></p> <ul style="list-style-type: none"> <li>• Support the Safety Manager in developing and maintaining the Safety Management System to ensure ongoing compliance with ATS/ATE requirements.</li> <li>• Ensure that an “open reporting” culture is encouraged and all mandatory and voluntary safety occurrences at the Airport are appropriately investigated and documented in a timely manner and resultant recommendations and corrective action points are implemented and appropriately closed off working closely with the Airport’s OSCM.</li> <li>• As a qualified investigator, assist with the investigation of safety occurrences at the Airport.</li> <li>• Ensure that operational safety policy is promulgated and displayed within the section.</li> <li>• Monitor the incident/occurrence reporting systems in order to identify trends and implement remedial actions so that a high level of safety is maintained.</li> <li>• Promote and ensure that a just safety culture is implemented and maintained throughout the airport.</li> <li>• To monitor all working practices within the area of responsibility in relation to Health &amp; Safety + Environmental (H&amp;S+E) requirements, ensuring that all staff act in a safe manner and incidents are reported in accordance with Company procedures.</li> <li>• Co-chair the LRST with the OSCM and any other safety meetings as required.</li> </ul>
<p><b>Business</b></p> <ul style="list-style-type: none"> <li>• To support the MD and Directors in the delivery of the Business Plan and Strategic Vision for the Airport.</li> <li>• Develop and maintain constructive relationships with Airport customers, external agencies, regulatory bodies such as the UK CAA and other stakeholders.</li> <li>• Support the MD in identifying and pursuing opportunities for Business Development.</li> <li>• To maintain confidentiality of information acquired in the course of undertaking duties for the department.</li> </ul>
<p><b>Performance management</b></p> <ul style="list-style-type: none"> <li>• To manage the performance of the ANS operation to ensure delivery of the Business Plan and KPI’s</li> </ul>

**Financial and Administrative**

- Prepare and manage the department's budgets in accordance with the Airports' financial policies and procedures and in a manner, which demonstrates sound financial governance whilst driving efficiencies
- To support the delivery of airfield/ANSP projects within the capital investment plan.
- Assist with the forward planning and preparation of budgets.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. BAOL (Code of Conduct / Equal Opportunities Policy), national legislation (GDPR)

**Qualifications**

- Degree in Aviation Management (or relevant industry experience)
- Current or previous ATC Licence (desirable)

**Essential Experience**

- A proven track record including broad operational ATC knowledge and experience in the aviation sector (minimum of 10 years' relevant experience).
- Previous management experience within an operational environment.

**Essential Knowledge and Skills**

- Detailed knowledge and proven industry experience within an ANSP environment and of quality management system (QMS) and safety management system (SMS) principles and practices.
- Strong people management skills with the ability to lead by example, be a team player and be able to communicate effectively at all levels.
- Competent in the regulatory requirements for ICAO/CAA applicable to the CAA ANSP certification for the Airport.
- Self-motivated and proven ability to prioritise work appropriately having interpreted complex information to identify safety priorities and effective delivery strategies.
- Excellent computer literacy skills including a thorough understanding and use of the Microsoft Office suite.
- Strong communication and influencing skills with the ability to interact at all levels of the business.
- Understanding of Health and Safety at work regulations.

Desirable
<ul style="list-style-type: none"><li>• Experience in business continuity, emergency response and environmental protection.</li><li>• Experience of managing and preparing budgets.</li><li>• Project management experience.</li><li>• Experience as Internal Auditor.</li><li>• Experience as Incident Investigation.</li></ul>