

JOB DESCRIPTION

Air Traffic Control Officer – ATCO

JOB TITLE: AIR TRAFFIC CONTROL OFFICER

DEPARTMENT: AIR TRAFFIC CONTROL

REPORTS TO: AIR TRAFFIC SERVICES MANAGER

MAIN SCOPE & FUNCTION OF THE JOB

To provide aerodrome (ADI) and/or radar approach (APS) control at Norwich Airport in accordance with Manual of Air Traffic Services Parts 1 (CAP 493) and 2, the Air Navigation Order, the Aerodrome Manual and our Safety Management System.

ENVIRONMENT

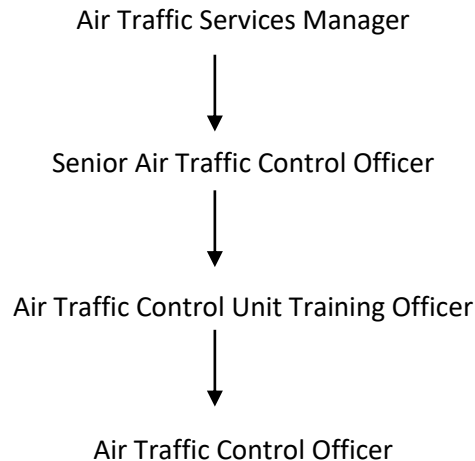
The Air Traffic Control Department is situated in the Control Tower on the North side of the Airport and is accessed via the A1270, also known as the NDR.

SUPERVISORY RESPONSIBILITIES / DECISION MAKING AUTHORITY

The post holder will be required to operate and make decisions in accordance with the valid ratings and current unit endorsements contained within their Air Traffic Controllers Licence.

The postholder will be responsible for the supervision of the Air Traffic Services Assistants and for the training of Air Traffic Controllers to unit endorsement standard in accordance with the Unit Training Plan (subject to the holding of an OJTI licence endorsement and being accredited as an OJTI at the unit).

ORGANISATION CHART



MAIN DUTIES & RESPONSIBILITIES

1. To provide aerodrome control and/or
2. To provide radar approach control
3. To provide flight information services
4. To formulate and ensure despatch of METARs
5. To ensure that information is processed and disseminated to relevant departments (both internal and external) however received.
 - e.g. (i) meteorological information
 - (ii) flight plan information
 - (iii) NOTAMS
 - (iv) SNOWTAMS
 - (v) any general information relevant to the safe and efficient operation of the ATC department and the Airports' organisations
6. To provide supervision of the Air Traffic Control Assistants.
7. To undertake any other task commensurate with the responsibilities and level of this post as reasonably requested.

ASSIGNMENT OF / SOURCE OF WORK

As directed by the Air Traffic Services Manager, Senior Air Traffic Control Officer or the Unit Training Officer.

As detailed in the MATS Part 2 and the Aerodrome Manual.
39 hours per week averaged over a twelve-month period.

ESSENTIAL REQUIREMENTS

Qualifications / Education

- a. A current Air Traffic Controller's Licence issued by the Civil Aviation Authority, containing a current medical certificate (CAA Class 3) and one or both of the following valid ratings:
 - (i) Aerodrome Control Instrument (ADI)
 - (ii) Aerodrome Control Surveillance (APS)
- b. ICAO English Language Proficiency Certificate at Level 5 or higher
- c. Be able to obtain a satisfactory Disclosure and Barring Service Check
- d. Provision of employment history and references for previous 5 years

Specialist Training

May be available if required.

DESIRABLE REQUIREMENTS

Experience of working in a complex visual circuit and local area, integrating visual and radar traffic; control of vehicular traffic on the airfield and monitoring maintenance and engineering teams on the airfield.

Preferably 2 years minimum experience as a valid radar and/or tower controller, experience of working in Class D and Class G airspace preferred.

Previous experience as an OJTI is desirable, but not essential.

A current Certificate of Competence in Meteorological Observing.

Supervisory/managerial experience within an ATC environment is also desirable.

Single rated ATCO applications will also be considered.