



JOB DESCRIPTION

Air Traffic Services Manager

JOB TITLE: AIR TRAFFIC SERVICES MANAGER

JOB REFERENCE:

JOB GRADE: AIR TRAFFIC SERVICES MANAGER

DEPARTMENT: AIR TRAFFIC CONTROL

REPORTS TO: OPERATIONS DIRECTOR

MAIN SCOPE & FUNCTION OF THE JOB

Accountable to the Operations Director for the management of Air Traffic Services (ATS) and Systems including the ANSP Services; planned, provided and operated by the Company.

Accountable to the Operations Director for the oversight of the Air Traffic Engineering Manager's and Senior Airfield Electrician's delegated roles, responsibilities and safety accountabilities.

ENVIRONMENT

Air Traffic Control 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 understand and work within a range of technical regulations and requirements, making sound safety driven operational decisions, often under pressure. Management of all Air Traffic Control, Air Traffic Engineering and Airfield Ground Lighting personnel.

MAIN DUTIES & RESPONSIBILITIES

The ATSM should be a fully qualified and licensed ATCO.

Shall take a supervisory and safety oversight of the ATS provision to ensure that the ATS is compliant with the requirements of UK CAA regulations, CAP 670 and the Manual of Air Traffic Services Part 1.



Shall develop and maintain the Safety Management System (SMS) within ATS, aligned to the Company/Airport SMS.

In conjunction with the Operations Director, shall ensure that the ATS business plan has sufficient resources to ensure compliance with the Company policies.

Shall appoint a suitably qualified and experienced person (SQEP) as SATCO and monitor their performance, to ensure that safety is given the highest priority within their training and development process.

Shall provide support to the Operations Director in the day-to-day operational management of the Airport.

Shall ensure that all delegated financial matters (including budgets and reports) are in accordance with Company policy.

Shall manage all ATS personnel in accordance with Company policy.

Shall ensure that ATS staff have sufficient resources to ensure compliance with Company policies and to meet the operational requirements of the department.

Shall take a leadership role in the promotion of safety, the SMS, and ensure that safety does not become subordinate to financial matters.

Shall ensure that best practice operational and engineering standards, rules and procedures are agreed and implemented across ATS.

Shall ensure that full consideration is given to the safety and integrity of changes in the ATS organisational structure and business process.

Shall set ATS safety targets and objectives and monitor achievement.

Shall promulgate operational safety policy to ensure that ATS complies with the necessary legislative and regulatory requirements.

Shall set up and maintain interface meetings with the relevant customer, regulators and local operators to ensure that safety standards are being maintained.

Shall ensure that any aviation related incident is reported appropriately and investigated in accordance with published procedures.

Shall ensure that in the post incident phase of any aviation related incident, all ATS staff connected with an incident have access to professional occupational health counselling.

Shall provide safety and regulatory compliance oversight of the Unit Competence Scheme (UCS) and Unit Training Plan (UTP).



Shall liaise with adjacent Airfields and Airspace Users and, where required, ensure that Local Agreements are in place to support the safe operation of aircraft.

Ensure that systems are in place for the facilitation of refresher and continuity training of ATS personnel.

Shall inform the Operations Director of any matters which directly affect the safety of operations.

Shall ensure that controlled documents are maintained in accordance with Company Policy, including all data displays, information, documentation and aviation publications.

Shall produce information for inclusion in various aviation publications including the ATC element of the UK AIP entry for Norwich Airport.

Shall manage major projects which affect the safe ATS operation, ensuring that operational changes are correctly assessed and implemented in a safe and regulatory compliant manner.

Shall ensure that equipment outage and its return to service, is conducted in a safe and appropriate fashion in accordance with Company Policy.

Shall deliver compliance assurance, to ensure suitable training is taking place and robust records are maintained in line with legal and operational requirements.

Shall monitor all working practices within the area of responsibility in relation to Health & Safety + Environmental requirements, ensuring that all staff act in a safe manner.

Shall comply with Health and Safety at Work Regulations.

Shall investigate workplace accidents and incidents and ensure risk assessments are completed for relevant departmental activities.

Shall ensure the accuracy, compliance and content of the Manual of Air Traffic Services Part 2 and provide oversight of all related amendments and supplementary instructions.

Shall attend the Group ANSP Safety forum and other related Group Company activity as required by the Operations Director.

Shall ensure that all duties and responsibilities commensurate with the role and as detailed in the Aerodrome Manual and associated CIMS documents, are discharged with compliance and due diligence.

Shall carry out such other (extraneous) responsibilities and duties as directed/delegated by the Operations Director.



ASSIGNMENT OF / SOURCE OF WORK

As directed by the Operations Director.

As detailed in the Norwich Airport Aerodrome Manual.

39 hours per week averaged over a twelve-month period.

REQUIREMENTS

Qualifications / Education

- a. Dual rated ATCO (APS & ADI)
- b. Qualified and current OJTI
- c. Qualified and current ATC Assessor
- d. Qualified and current Investigator

Experience

A minimum of 5 years as a dual qualified ATCO.

Applications may be considered from persons that do not hold the required ATC ratings provided they have ATC management experience.

Specialist Training

- a. Risk Assessments
- b. Health and Safety
- c. Any other training course as directed by the Operations Director