

JOB TITLE: Air Traffic Services Assistant (ATSA)

DEPARTMENT: Air Traffic Control

REPORTS TO: Senior Air Traffic Services Assistant

MAIN SCOPE & FUNCTION OF JOB:

To assist and support Air Traffic Control Officers in maintaining a safe, efficient Air Traffic Service in accordance with MATS PT 1 and 2. Long term potential to become an Air Traffic Controller, therefore the applicant will be required to undertake Air Traffic Controller Aptitude Tests at Global Aviation Training Services in Gloucestershire (1 day).

KEY DUTIES and RESPONSIBILITIES:

1. Shall support the Aerodrome Controller in the control of the Airfield both on the ground and in the air.
2. Provide information in response to telephone and Radio Telephony enquiries.
3. Process and disseminate to relevant departments (both Internal and External) information received via telephone, teleprinter, radio, fax surface mail and e-mail, such as:
 - Meteorological information
 - Flight Plan information
 - NOTAMs
 - SNOWTAMs
4. Collate and disburse general information relevant to the safe and efficient operation of both ATC and other Airport organisations.
5. Formulate and despatch weather observations at Hx20 and Hx50 and special reports as required.
6. Maintain the ATC diary, Training diary and daily briefing folder.
7. Operate UHF Radio in accordance with instructions from Aerodrome/Radar Controllers.
8. Provide assistance to operational controllers as required.
9. Assist in operating the ATC Training Simulator.
10. Act as nominated First Aider for ATC.
11. Undertake any other task commensurate with the responsibilities and level of this post as reasonably requested.

Requirements

- Good all-round education to GCSE standard preferably in English and Maths
- Experience in ATC/Aircraft related duties, ideally with previous experience of working as an Air Traffic Control Assistant.
- Computer literate, with a good working knowledge of MS Word and Excel
- Ideally hold a MET Observer Certificate, although training can be provided.
- Experience and training in Radio Telephony Procedures.

In addition, applicants must have experience of working in a team environment, have excellent communication skills, and the ability to prioritise their own work. Upon appointment the successful candidate will be required to undertake and pass relevant training course(s).