



Air Traffic Services Assistant
Isle of Man Airport
Department of Infrastructure



Working together for the **Isle of Man**

Thank you for your interest in our Air Traffic Services Assistant vacancies – it's great to hear you're interested in joining our team! We hope this Recruitment Pack gives you a good insight into the role to help you get an idea of whether this would be the right next step for you.

If you'd like any further information about the role after reading, please feel free to give our team a call via the contact information detailed in the advert.

About the role

Air Traffic Services Assistants (ATSA) support and assist operational Air Traffic Control Officers (ATCO) in delivering a safe, expeditious and orderly flow of air traffic and provide flight briefing and flight planning services to aircrew and aircraft operators. You will also provide support and assistance during aircraft and airport emergencies by liaising with internal and external services as directed by the Aerodrome ATCO.

As part of this role you will work a shift pattern including early mornings, late evenings, weekend and bank holidays in accordance with published rosters.

The Recruitment Process

1. **Online application.**
2. **Written test.** Candidates will sit a written test focussing on basic English and maths.
3. **Formal interview.** Interviews will be held with senior ATS staff.
4. **Occupational Health Assessment.**

Please note the ATSA role is currently being reviewed under the Job Evaluation and Grading Support (JEGS) process. For more information prior to your application, please use contact details in the job advert.



- Be responsible for the operation of Flight Data Management Systems and associated systems provided to either ATC or other users at the airport.
- Be responsible for drafting/preparing, submitting and monitoring Notices to Airmen (NOTAM) and SNOWTAM in the event of runway contamination.
- Be responsible for receiving, interpreting and disseminating weather information from the Met Office to ATCOs.
- Be responsible for the preparation of messages and information to be broadcast via the Automated Terminal Information System (ATIS).
- Be responsible for slot allocation when the arrival and departure rate is restricted during high traffic events e.g. the TT.
- Be responsible for liaising with outside agencies and operators, including members of the public, on safety, operational and administrative matters.
- Be responsible for receiving requests for flights of Small Unmanned Aircraft (SUA) within the Isle of Man Airport restricted area and for liaising with Air Traffic Control Officers to approve such flights when they meet the specified operational and legislative criteria. Also, initiating response procedures in the event of sightings of unauthorised SUA or 'flyaways'.
- Be responsible for liaising with other airport sections and internal agencies on safety, operational and administrative matters, including the arrangement and notification of airport extensions.
- Represent ATC on airport committees and at meetings or events relating to safety, security and staff wellbeing and other matters appropriate to the role.
- Be responsible for ensuring accurate movement logs are maintained.
- Be responsible for the provision of accurate and timely briefing material to aircrew and aircraft operators.





What would the role involve?

Main duties

You will:

- Be responsible for supporting Air Traffic Control Officers in delivering a safe, expeditious and orderly flow of air traffic and ensuring the efficient operation of the Air Traffic Services Unit.
- Be responsible for supporting Air Traffic Control Officers with Overdue Action when aircraft fail to arrive or report when expected.
- Be responsible for supporting Air Traffic Control Officers in the event of an emergency by carrying out Emergency Response Actions including the alerting of and liaison with the emergency services.
- Act in accordance with the provisions of the Manual of Air Traffic Services Parts 1 and 2, Isle of Man Airport Aerodrome Manual and Safety Management System including the reporting of occurrences.
- Be responsible for accepting, checking and processing Flight Plans and associated messaging in a timely manner. This includes abbreviated flight plans (book outs) as well as military and civilian training flights subject to equipment serviceability and staffing levels.
- Be responsible for checking the accuracy of information on Flight Progress Strips including airways joining information, inbound estimates, flight levels and routing and liaising with the Area Control Centres when changes are made/required.
- Be responsible for the allocation of aircraft parking positions liaising where necessary with third party ground handling agents to ensure efficient throughput and that relevant safety requirements are met.

- Be responsible for the answering and handling calls and messages to the Air Traffic Services Unit in a professional and courteous manner.
- Be responsible for acting as the ATS point of contact during any aerodrome closures that occur during operational hours and for activating emergency procedures during such periods.
- Be responsible for providing on-the-job-training of other ATSAs and Student ATCOs in accordance with the ATSA Unit Training Plan under the direction of the Unit Training Manager.
- Assist with the maintenance, review, distribution and updating of internal, regulatory, legislative and aeronautical information publications.
- Participate in Abnormal and Emergency Scenario (ABES) training alongside ATCOs for continuing professional development.
- Carry out such other duties as may be reasonably required commensurate with the grade.
- Undertake training courses that may reasonably be required by airport management from time to time.
- The post holder shall perform such duties and observe and conform with such reasonable instructions as the Department or Board, or person duly authorised by the Department or Board, may from time to time give.
- To comply with the requirements of the Isle of Man Civil Service Regulations and any Departmental instructions.



What do I need to be successful in this role?

	Essential/ Desirable	Method of Assessment
Credibility		
Familiarity of an aviation or aerodrome environment	D	CV/Interview
Experience of working in a safety critical environment	D	CV/Interview
Experience of working in a regulated industry	D	CV/Interview
Capability		
Demonstrate basic knowledge and understanding of general ATC operations including relevant procedures and regulations (EU and UK)	D	CV/Interview
Demonstrate experience and understanding of customer service skills and dealing with external parties	D	CV/Interview
Demonstrate sound written and oral communication skills	E	CV/Interview
Demonstrate knowledge and understanding of Safety Management Systems.	D	CV/Interview
Proficiency in the use of general IT systems including Microsoft 365 (Office) applications	E	CV/Interview
Character		
Trusts and is trusted	E	Interview
Acts with integrity and maintains confidentiality in Airport and Departmental business	E	Interview
Supports change and promotes innovation	E	CV/Interview
Calm and professional under higher workloads	E	CV/Interview
Other requirements		
Isle of Man Worker	D	Application
Full, valid driving licence and access to your own vehicle	E	CV/Checks
Satisfactory Police Check	E	Pre-employment checks
Able to work a shift pattern including early mornings, late evenings, weekends and bank holidays.	E	CV/Interview

Why join our team?

Along with the rewarding nature of the role, there are some amazing benefits of becoming an ATCO. Have a look below at some of the great benefits that could be available to you in this role.



Competitive salary and annual leave entitlement



You will work shift patterns giving you more flexibility outside of work



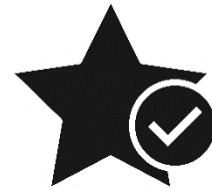
Work with a friendly and supportive team



The rewarding nature of the role means you will have a real opportunity to achieve great job satisfaction



Free car parking



Work in an organisation that values: Communication, Respect, Recognition, Teamwork, Trust and Customer Service



We actively support your own personal career goals, aspirations and development.



Dedicated Learning & Development facilities, offering a variety of courses



Take advantage of our rewarding pension scheme. We offer a defined benefit scheme where both you and the organisation contribute towards your future.

About the Isle of Man Airport

The Isle of Man airport, also known as Ronaldsway Airport, is the main civilian airport on the Isle of Man. It is located in the south of the island at Ronaldsway near Castletown. Along with the Isle of Man Sea Terminal, it is one of the two main gateways to the island.

Our Values

The Department of Infrastructure observes a set of six values which underpins our behaviours and our interaction with each other and our customers. We strive to do our best at all times and take pride in working as a team to deliver excellent services across the Island. Our values are highlighted below:



Communication - Everyone has a way to hear and be heard, listen and be listened to

Respect - Appreciate the views and skills of others, recognising differences

Teamwork - Take pride in working together to deliver high quality services

Recognition - Treat people fairly, praise a job well done, care and support each other

Trust - Trust and encourage to be the best we can be, giving support where needed

Customer Service - Treat our customers as we would like to be treated ourselves