

## Job Description

**Job title:** Interim Manager Air Traffic Control – 12-24 Months LTA  
**Division:** Airport  
**Responsible to:** Operations Director  
**Responsible for:** ATC Supervisors, Air Traffic Control Officers, Air Traffic Services Assistants, ATS Admin Officer

### 1. Job Purpose

The Manager ATC is accountable to the Operations Director for the leadership and day-to-day delivery of Air Navigation Services at Isle of Man Airport including the direct oversight and management of Air Traffic Control and for collaborating with the SATE on Air Traffic Engineering matters.

The Manager ATC is a member of the Airport's Senior Management Team and participates in an on-call roster as the Senior Duty Manager.

### 2 Main Duties and Key Responsibilities

1. As Head of Department, the Manager ATC is a Key Post Holder in accordance with the Airport's Integrated Safety Management System with specified safety responsibilities.
2. Responsible for the line management of the ATC Supervisors, Air Traffic Control Officers, Student Air Traffic Control Officers, Air Traffic Services Assistants and the ATS Administration Officer. Subject to requirements, line management responsibilities for certain staff may be delegated to ATC Supervisors.
3. Responsible for the financial management of Air Traffic Control within allocated budgets and to act as a delegated officer having been granted delegated financial authority by the Budget Holder.
4. Responsible for ensuring adequate provision of staffing and training to fulfil the requirement for provision of Air Navigation Services and for recruiting staff to meet this requirement subject to approval.
5. Responsible for selecting and appointing nominated positions within the Unit Competence Scheme and Unit Training Plan including competence assessors, unit training manager and on-the-job training instructors.
6. Responsible for the publication and maintenance of all Unit documentation including the Manual of Air Traffic Services Part 2, Unit Training Plan and Unit Competence Scheme.
7. Responsible for liaising with internal and external stakeholders, including the Competent Authority and Licencing Authority for all matters relating to the provision of Air Navigation Services; coordination and cooperation with other Air Traffic Services Units;

- and responding to and addressing findings and observations following oversight audits by the Competent Authority within agreed timescales.
8. Responsible for co-ordinating with the Senior Air Traffic Engineer in all matters affecting the provision of Air Traffic Services, including technical safeguarding requirements e.g. from existing and proposed windfarm developments.
  9. Responsible for ensuring that Air Traffic Controllers' watch rosters are compliant with all regulatory requirements for the limitations of a rostering system with the aim of minimising of fatigue of Air Traffic Control Officers.
  10. Responsible for developing and co-ordinating changes to operational procedures and ensuring that such changes are implemented following the appropriate management of change procedures in the Integrated Safety Management System.
  11. Responsible for maintaining a risk register of ATC operational safety risks as well as business continuity risks and for the assessing of those risks and for developing appropriate solutions to mitigate the risks.
  12. Responsible for the timely publication of instructions such as Supplementary Instructions and Temporary Operating Instructions and, where appropriate, Aeronautical Information Circulars and AIP Supplements.
  13. Responsible for ensuring appropriate investigation of occurrences including Mandatory Occurrence Reports and Voluntary Occurrence Reports as well as the notification and investigation of Serious Incidents and Accidents in accordance with the requirements of Isle of Man Civil Aviation Administration publication CP7.
  14. Where the post holder holds, and intends to maintain, an Air Traffic Controller's Licence and unit endorsements, the provisions of the Unit Competence Scheme shall be followed. In these circumstances, the post holder shall not be used routinely on the published ATCO watch roster.
  15. Carry out other such duties as may reasonably be required commensurate with the grade.
  16. 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.

#### **4 General**

##### **Management of Staff and Resources**

The post holder will have management responsibility for ATC Supervisors, Air Traffic Control Officers, Student Air Traffic Control Officers, Air Traffic Services Assistants and ATS Administration Officer. The post holder will have delegated financial authority of £30,000 and authority to approve overtime for operational reasons in accordance with current provisions and budgets.

**Representation and Corporate Contribution**

The post holder may represent the Section in a range of settings, forums, committees, working groups and events. It is expected that the post holder will be a committed ambassador of the Section and the work that it seeks to achieve.

**Performance Management and Improvement**

The role holder has a personal responsibility for participating in any departmental performance and development scheme management.

**Health and Safety**

The post holder will be responsible for their own health and safety and the impact of their actions on others. They will be responsible for identifying any possible risks or near misses to a responsible manager and/or the Health and Safety Review Group.

**Person Specification**

**Role:** Interim Manager Air Traffic Control

**Department:** Department of Infrastructure, Airports Division

<b>Attributes</b>	<b>Essential Or Desirable</b>	<b>Method of Assessment</b>
<p style="text-align: center;"><b>Qualifications</b></p> <p>To hold, or to have held, a recognised Air Traffic Controller’s Licence or military equivalent; or an engineering qualification to HNC or suitable equivalent in an engineering, telecommunications, computer science or similar discipline.</p> <p>Recognised management or leadership qualification or professional accreditation.</p> <p>Recognised Safety Management System training or qualification.</p>	<p>E</p> <p>D</p> <p>D</p>	<p>CV/Checks</p> <p>CV/Checks</p> <p>CV/Checks</p>
<p style="text-align: center;"><b>Credibility</b></p> <p>Experience in a management and leadership role within an aviation setting within the last 2 years.</p> <p>Experience and knowledge of working with Competent Authorities and the requirements for regulatory oversight.</p> <p>Experience and thorough working knowledge of Safety Management Systems within the last 2 years.</p> <p>A thorough understanding of the regulatory framework for Air Navigation Services and all associated publications and references.</p> <p>Experience of occurrence investigation.</p> <p>Experience of airport and airfield operations.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>CV/Interview</p> <p>CV/Interview CV/Interview CV/Interview</p> <p>CV/Interview</p> <p>CV/Interview CV/Interview</p>
<p style="text-align: center;"><b>Capability</b></p> <p>Demonstrate thorough knowledge and understanding of ATC procedures and regulations (EU and UK).</p> <p>Builds supportive relationships and demonstrates effective people management skills.</p> <p>Proficiency in the use general IT systems i.e. Microsoft Office 365 or equivalent.</p> <p>Capable of a high standard of written work, including the preparation of business cases, suitable for Departmental scrutiny.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>CV/Interview</p> <p>CV/Interview</p> <p>CV/Interview</p> <p>CV/Interview</p>
<p style="text-align: center;"><b>Character</b></p> <p>Embrace and promote a Just Culture.</p> <p>Trusts and is trusted.</p> <p>Able to have difficult conversations when necessary.</p> <p>Acts with integrity and maintains confidentiality in Airport and Departmental business.</p> <p>Supports change and promotes innovation.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
<p style="text-align: center;"><b>Other requirements</b></p> <p>Isle of Man Worker</p> <p>Valid Full Driving Licence</p> <p>Satisfactory Police Check</p> <p>Satisfactory Counter Terrorist Check (to be applied for after appointment)</p>	<p>D</p> <p>E</p> <p>E</p> <p>D</p>	<p>Checks</p> <p>Checks</p> <p>Checks</p>

**Air Traffic Services**



Post holder: .....

Additional Duties:

Signed: .....

Date: .....