

JOB DESCRIPTION

JOB TITLE:	Senior Air Traffic Control Officer
DATE:	August 2023
DEPARTMENT:	Air Traffic Services
REPORTS TO	Head of Air Traffic Services (HATS)
PURPOSE OF THIS POSITION:	<p>SATCO is required to support the HATS in leading the Air Traffic Control Department, so as to ensure that a safe, customer focused and compliant service is delivered that meets with regulatory and legislative requirements within the resources allocated.</p> <p>The SATCO will also support the HATS with regards the development of the long-term strategy for Air Traffic Services to ensure innovation, new technologies, new and emerging regulations are combined to ensure the delivery of an efficient, safe and compliant Air Traffic Control Service.</p>
ACCOUNTABILITIES:	<ol style="list-style-type: none"> 1. To recruit, appraise, develop and manage staff for which they are responsible and ensure staff are competent to undertake tasks safely and effectively. Takes the necessary action to ensure performance levels are maintained and exceeded. 2. Daily operational output of ATC by effective delegation through the organisational structure. 3. Ensuring operational compliance and quality assurance through use of the Integrated Management System and Quality Management System. 4. To maintain an appropriate level of oversight, so as to ensure that recommendations arising from operational incidents, audits or periodic checks are implemented. 5. To maintain a sound knowledge of all regulatory and company requirements and ensure that all company, statutory requirements and procedures are met, whilst maintaining oversight of performance by monitoring KPI's & SPIs. 6. To ensure team members are kept up to date with business and department developments via the team brief process, communicating information clearly and checking understanding and to promote a flexible multi-function approach to new technology. 7. To ensure team members are aware of and conform to all defined levels of safety/security management and take the appropriate role during an incident as laid down in the Emergency Plan. 8. To support and provide input to the departments financial budget process including the explanation of variances against budget. To ensure all team members are paid correctly, informing HR of all variances. 9. In conjunction with the HATS to further develop and ensure compliance with the departmental IMS & QMS. 10. To monitor sickness of staff, and provide appropriate support and takes necessary action to ensure operational demands and personal responsibilities are met.

11. In accordance with the Disciplinary Procedure, where appropriate has the authority to suspend staff for which they are responsible.
12. To coordinate and lead CAA oversight audits.
13. To work with business partners and other departments to promote a competitive customer focused service, which ensures the maximisation of revenue opportunities.
14. To support the HATS in delivering the departmental objectives.
15. Deputising for HATS during periods of absence/unavailability.

COMMENTS:

In addition to the above responsibilities and tasks which the job normally entails, you may, from time to time, be required to undertake additional or other duties as necessary to meet the needs of the company's business on either a temporary or permanent basis.

This post requires access through the Critical Part at the Airport and, in line with Department for Transport regulations; you will be required to demonstrate during the recruitment process, that you have no relevant criminal record.