



COUNCIL OF THE ISLES OF SCILLY

ROLE PROFILE

Role Profile					
Job Title	Assistant: Air Traffic Control & Airport Administration	Job No. (Office Use)		Grade (Office Use)	3
Business Unit	Infrastructure & Planning				
Team	Airport				
Reports to (Job Title)	ATS & Airport Manager/Senior Air Traffic Control Assistant				
Location	Isles of Scilly	Shift Pattern	As required		
DBS check required	N				

Job Purpose	<p>Working within the general direction of the Senior Air Traffic Control Assistant (Senior ATCA), assisting with fulfilling the necessary statutory functions in order to permit the safe operation of public transport and other flights at St. Mary's Airport.</p> <p>To act as an integral part of the Council's Airport staff team and as such, working within agreed policies and procedures, making a contribution to the overall safety, security and service provision at the Airport.</p> <p>Support the Airport Management Team and other officers of the Council. Establish and maintain effective working relationships with the Senior ATCA by working with the Senior ATCA on a one to one basis, in such a way as to ensure that there is an understanding and clarity of the post holder's specific areas of responsibility and accountability.</p> <p>Undertake a range of clerical and administrative duties in support of the responsibilities of the section, working within the Air Traffic Control Tower, as directed by the Senior Air Traffic Control Assistant including such areas as filtering telephone calls, completing movement logs, recording entries, preparing flight strips, disseminating meteorological information, processing of</p>
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	<p>flight plans, processing aeronautical messages, inputting data on a daily basis in order to complete returns for the Civil Aviation Authority.</p> <p>Undertake a range of clerical and administrative duties in support of the responsibilities of the section, as directed by the ATS & Airport Manager including, the preparation and processing of invoices as required, maintain petty cash records along with landing and parking fees, maintain stocks of stationary for the section and cleaning stocks for the airport and communicate effectively with visiting pilots in sharing information and making them aware of the procedures when visiting the islands including airport charges. Document Amendments</p> <p>Undertake training to qualify as an accredited Meteorological Observer.</p> <p>Undertake training to qualify for an Air Ground Operators Certificate of Competence to facilitate out-of-hours Call-Out service for Search & Rescue and Air Ambulance Flights. At which time assume the additional role aspects identified below on a rostered basis: Provide Air Ground Service enabling the flight within the Aerodrome Traffic Zone to be conducted safely and will include the following responsibilities;</p> <ul style="list-style-type: none"> • issuing information to aircraft flying in the Aerodrome Traffic Zone (ATZ) to assist pilots in preventing collisions; • issuing information to aircraft moving on the manoeuvring area to assist pilots in preventing collisions between aircraft and vehicles and obstructions on the manoeuvring area, or between aircraft moving on the apron; • issuing information to vehicles and persons on the manoeuvring area; • informing aircraft of essential aerodrome and other relevant information (e.g. meteorological data); • provision of an alerting service; <p>Assist the duty Air Traffic Controller in implementing the airport emergency plan in the event of an incident or emergency and provide assistance as directed by the duty Air Traffic Controller during the emergency and post incident phase.</p> <p>Support and comply with the Air Traffic Control Unit Safety Management and Document Control Systems.</p> <p>Assist in the provision of customer services to meet the changes in demands and work at the Airport.</p>
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<p>Autonomy and Accountability</p>	<p>Working within a regulated airport framework, work will be undertaken within airport, Civil Aviation Authority operational procedures and Council established procedures in respect of administration delivery.</p> <p>Escalation to Officers/Senior Officers or Senior Managers will be necessary where established procedures or case precedents do not exist.</p> <p>Dealing with routine work and the provision of functions which support the effective operation of the St Mary's Airport Air Traffic Control, within a challenging</p>
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	<p>and often fluid environment. Assimilating and analysing information/intelligence from a range of sources.</p> <p>To establish a clear means of communication with the nominated mentor within the St Mary's Airport to allow for support and assistance during residential off island training.</p>
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Relationships and Communications	<p>Build and maintain effective relationships with a wide range of airport staff and officers, stakeholders and key partners to ensure that the Air Traffic Control and airport level issues are progressed and dealt with effectively and in a timely and efficient manner and that action is in line with Council policy.</p> <p>Build and maintain effective relationships with the nominated in house mentor and the instructors at the residential training establishment</p> <p>Exchange information with internal and external stakeholders, in accordance with agreed Airport, Civil Aviation Authority and Council communication lines.</p> <p>Represent the Council when working with the community and attending off island training.</p>
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Management of Resources	<p>Due to the unpredictable nature of the airport work, the role will involve ensuring that the Airport and Air Traffic Control responds to changes in a way that does not compromise operational safety and viability. This will include maintaining momentum and (self) motivation in adapting to changes in working.</p> <p>Individual time management skills will be required to manage the course input during periods of training</p> <p>Contribute towards the delivery of core Airport, Air Traffic Control, and Council services.</p> <p>The post holder will not have line management responsibilities.</p>
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Working Conditions and Demands	<p>Flexible approach to working hours and On-call duties through rostering is required.</p> <p>Prioritise daily duties and, on occasion, conflicting demands whilst maintaining a high level of contribution to a safe airport function.</p> <p>Manage flexible workload at different stages of the year and during residential training.</p> <p>Handle commercially sensitive/protected information and data.</p>
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Experience, Knowledge and Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • GCSEs or equivalent in English & Maths
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	<ul style="list-style-type: none"> • Good IT Skills i.e. Word & Excel • Experience of the successful delivery of cross disciplinary functions to achieve objectives. <p>Desired</p> <ul style="list-style-type: none"> • Experience of operational delivery within a highly regulated and safety focused organisation.
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<p>Corporate Standards</p>	<ul style="list-style-type: none"> • In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance. • Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council’s constitution and its policies and procedures. • Work within the requirements of the Council’s Health and Safety policy, performance standards, safe systems of work and procedures. • Undertake all duties with due regard to the corporate equalities policy and relevant legislation. • Observe and support the corporate standards of dress.
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