



COUNCIL OF THE ISLES OF SCILLY

ROLE PROFILE

Role Profile					
Job Title	Deputy Airport Manager/ Senior Air Traffic Control Officer	Job No. (Office Use)		Grade (Office Use)	8 + Market rate supplement
Business Unit	Chief Executive				
Team	Airport				
Reports to (Job Title)	Airport Manager/ Air Traffic Services Manager				
Suitable for Job Share (Y/N)	N	If No state reason			
Location	Isles of Scilly	Shift Pattern	As required		
DBS check required	N				

Job Purpose	<p>As a Senior Officer of the Isles of Scilly Airport, support and deputise for the Airport Manager/ATSAM in delivering safe, compliant, and efficient airport and air traffic operations.</p> <p>Provide strategic leadership, operational oversight, and technical expertise to ensure the effective management of air traffic services, airside activities, and aerodrome safety, in accordance with regulatory requirements and best practice.</p> <p>Key Responsibilities</p> <p>1. Safety Management & Risk Control</p> <ul style="list-style-type: none"> Maintain and continuously improve the integrated Safety Management System (SMS) covering ATC, airside operations, and aerodrome safety
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- Identify, assess, and mitigate operational and safety risks, ensuring intolerable risks are eliminated or controlled
- Promote a positive safety culture, encouraging proactive hazard and occurrence reporting
- Oversee incident and occurrence reporting, investigation, and organisational learning

2. Regulatory Compliance & Assurance

- Ensure compliance with all CAA and relevant regulatory requirements
- Monitor and interpret regulatory and legislative changes, advising on operational impact
- Support and coordinate CAA audits and inspections, ensuring documentation and evidence are accurate and current
- Manage regulatory reporting obligations, including Mandatory Occurrence Reporting (MOR)

3. Air Traffic & Operational Delivery

- Undertake ATC operational duties in accordance with MATS Part 1 & 2
- Ensure safe, orderly, and expeditious aircraft movements
- Maintain operational readiness of ATC systems, navigation aids, and aerodrome facilities
- Coordinate emergency response and incident management activities

4. Leadership & People Management

- Deputise fully for the Airport Manager/ATSAM as required
- Lead, supervise, and develop ATCOs and support staff
- Act as Unit Training Officer (UTO), ensuring competence, training, and licensing compliance

- Promote high professional standards, communication, and team performance

5. Stakeholder & Communication Management

- Maintain effective relationships with the CAA, internal teams, contractors, and stakeholders
- Provide professional advice on safety, compliance, and operational matters
- Ensure clear communication of safety-critical information across all airport functions
- Engage with partners, elected members, and the local community as required

6. Audit, Inspection & Continuous Improvement

- Manage audit and inspection programmes across ATC and airside operations
- Monitor performance and implement continuous improvement initiatives
- Ensure all operational documentation, records, and procedures are current and compliant

7. Airside & Aerodrome Safety (CAP700 Duties)

- Oversee airside safety, operational planning, and aircraft ground movement safety
- Manage airfield inspections, works in progress, and contractor safety
- Ensure safe vehicle and apron operations
- Lead runway safety initiatives and mitigate incursion risks
- Oversee wildlife hazard management and runway contamination procedures
- Ensure safe integration of mixed aircraft operations

	<ul style="list-style-type: none"> • Implement and monitor low visibility and night operations procedures • Ensure safe aviation fuel handling and incident management

Autonomy and Accountability	<ul style="list-style-type: none"> • Make decisions across operational, safety, and regulatory matters • Ensure all decisions consider risk, compliance, and resource implications • Maintain accountability for: <ul style="list-style-type: none"> ○ Safety Management System effectiveness ○ Airside operational safety and compliance ○ ATC service delivery standards

Relationships and Communications	Highly developed interpersonal and communication skills to cultivate and sustain good working relationships with external organisations, elected Members and the community.
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Management of Resources	<p>Management skills, including the ability to lead and motivate and integrate performance management to achieve improvements in performance and excellent results.</p> <p>Engender effective relationships within the team in order to maximise individual contributions towards the effective delivery of business functions, through the provision of clear directions, mentoring, supporting and motivating staff.</p> <p>Effectively lead, manage and develop team members to deploy and develop skills and talent to meet service unit objectives.</p> <p>Set and reinforce clear standards for managing performance.</p>
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Working Conditions and Demands	<ul style="list-style-type: none"> • Operate in a high-pressure, safety-critical environment • Balance strategic leadership with operational ATC duties and emergency response
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Experience, Knowledge and Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Valid CAA ATCO Licence (ADI, APP, OJTI) • Meteorological Observer’s Certificate • Significant ATC experience in complex environments • Strong knowledge of: <ol style="list-style-type: none"> 1. CAA regulatory framework 2. Aerodrome operations 3. Safety Management Systems and risk management • Proven leadership and decision-making capability <p>Desirable</p> <ul style="list-style-type: none"> • Experience in aerodrome safety leadership • Incident investigation • Project management
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Corporate Standards	<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.
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	<ul style="list-style-type: none">• Undertake all duties with due regard to the corporate equalities policy and relevant legislation.
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