Job Description

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the job.

Job Title:	Senior Air Traffic Control Officer (SATCO)		
Job Family:	Chief Executive	**Salary Grade:**	
Service:	St Mary's Airport		
Political Restriction:	Na		
Primary work location(s):	St Mary's Airport, Isles of Scilly		
Working hours:	37 p/w	**Standby duties:**	Yes
Working pattern	Rota		
Managed by:	Senior Officer Airport Manager / ATSAM		
Line manager for:	Air Traffic Control Officer		
Financial accountability	Na		
Date last reviewed:			
Approved by (Director):	RA		

Role Purpose:

As a Senior Officer of the Isles of Scilly Airport team, assist the Accountable Manager and the Senior Officer: Airport Manager/Air Traffic Services Manager (ATSAM) in providing operational oversight to ensure the delivery of a fully compliant, safe, cost effective, resilient and customer-focused ATS operation. This includes the continual development and assurance of exemplary and improving standards of compliance, safety, security and service across all air traffic activities.
Working within the general direction of the Senior Officer: Airport Manager/ATSAM, assist in fulfilling all statutory and regulatory functions necessary to continue the safe, orderly and expeditious operation of public transport and other flights at St. Mary's Airport, including contributing to Safety Management Systems covering air traffic services.
Establish and maintain an effective and collaborative working relationship with the Senior Officer: Airport Manager/ATSM through regular one-to-one engagement.
Maintain an effective working relationship with the Civil Aviation Authority (CAA) by:

- supporting the successful delivery of CAA audits and inspections (including ATE and RFFS audits);
- ensuring regulatory reporting obligations, including Mandatory Occurrence Reporting (MOR), are met.

Carry out the operational watch-keeping functions of an air traffic controller, as required by the duty roster, to facilitate the safe movement of arriving, departing and overflying aircraft through

aerodrome and approach control in accordance with the Manual of Air Traffic Services Parts 1 and 2 by:

- providing accurate and timely in-flight information and control services in accordance with MATS Part 1 & 2 procedures;
- notifying aircrew and relevant authorities of failures or irregularities of essential airport facilities and services;
- alerting and coordinating airport safety and emergency services in accordance with emergency orders and procedures;
- operating and monitoring airfield lighting systems, navigation aids and communication systems;
- transmitting weather observations and forecasts and ensuring access to flight planning, AIS briefings and meteorological services;
- monitoring, reporting and ensuring the rectification of unserviceable ATC or aerodrome equipment through established reporting systems;
- taking all required reporting actions promptly and accurately in accordance with regulatory and procedural requirements;
- maintaining effective communication and coordination with all personnel involved in the delivery of air traffic and aerodrome services to uphold high operational standards.

Assist the Senior Officer: Airport Manager/ATSAM in ensuring that all Air Traffic Control Officers remain competent and appropriately licensed by:

- acting as Unit Training Officer (UTO) and support the delivery of structured training programmes and arranging of annual competency assessments;
- identifying and supporting recruitment and development requirements for ATCOs, assistants and airside personnel;
- supervising and directing the day-to-day activities of ATCOs and ATC Assistants to ensure safe and efficient service delivery;
- promoting high professional standards, continuous development and effective communication across all operational staff.

Promote and embed the use of the ATS Hazard Reporting System and Aerodrome Safety Occurrence Reporting Systems to ensure that hazards, incidents and safety concerns are identified, reported, investigated and addressed in a proactive and timely manner, and assist in the preliminary investigation of safety occurrences, including assessment of ATC involvement and, where necessary, liaison with the CAA to determine appropriate corrective action and organisational learning.

Complete all administrative, operational and safety-related duties necessary to ensure the effective and efficient running of the ATC unit and wider airside operation, including the preparation of rosters, leave management, documentation control, audit readiness, and the compilation, validation and dissemination of operational information such as NOTAMs, safety reports and inspection records, ensuring that all documentation is current, compliant and readily available at operational positions.

Take a leading role in supporting, developing and promoting a positive safety culture and a high-performing team environment across all airport functions, ensuring effective collaboration, open communication, and shared responsibility for safety and service delivery among all staff and stakeholders working at or using the airport.

To act as a Senior Officer of the Council and contribute to the overall aims and objectives of the Authority, ensuring that all duties are carried out in accordance with agreed policies, procedures, regulatory requirements and the highest standards of professional, operational and ethical conduct

Accountabilities:

Autonomy and Accountability

- Exercise responsibility for decision-making across a broad range of operational, safety, and regulatory matters.
- Ensure all decisions consider risk, safety implications, regulatory compliance, and resource impact.
- Maintain accountability for ATC operational delivery and standards

Relationships and Communications

- Maintain strong working relationships with:
  - Senior Officer: Airport Manager/ATSAM (through regular one-to-one engagement)
  - Civil Aviation Authority (CAA)
  - Internal operational teams and external stakeholders
- Provide professional technical advice on regulatory compliance, operational changes, and safety matters.
- Promote open reporting cultures, including hazard and occurrence reporting systems.
- Engage effectively with elected members, partner organisations, and the local community.

Management of Resources

- Lead and develop teams to achieve operational and safety objectives.
- Set clear performance expectations and monitor delivery.
- Manage and prioritise resources effectively in a complex operational environment.
- Drive continuous improvement in service delivery and safety performance.
- Foster a collaborative and high-performing team culture.

- Comply with:
  - Data protection and information governance requirements
  - Health & Safety policies and safe systems of work
  - Equalities legislation and Council policies

- Act in accordance with all relevant:
  - Legislation
  - Codes of practice
  - Organisational procedures

Key CAP700 Duties (In liaison with ATSAM)

Airside safety management and flight safety

- Maintain and contribute to the continuous improvement of a Safety Management System (SMS) to control airside safety risks affecting staff, passengers and aircraft.

- Manage safety auditing and operational inspection programmes, including analysis of findings and implementation of improvements.
- Manage processes for reporting, investigating and closing accidents, incidents and emergencies, including Mandatory Occurrence Reporting (MOR) to the CAA and trend analysis of safety data.
- Contribute to Airside Safety Committee to oversee safety performance and improvements.

Risk Assessment and Control

- Maintain and develop risk assessment processes within the SMS. Including; identifying hazards, evaluating risks and implementing appropriate control, mitigation measures and reviewing and updating risk assessments as appropriate.
- Eliminate or reduce intolerable risks and monitor the effectiveness of control measures.

Safety Management and Human Factors

- Promote and embed a positive safety culture, encouraging open reporting and continuous improvement.
- Incorporate human factors into the design of systems, procedures and operational practices.
- Build and maintain effective working relationships across teams and stakeholders.

Runway Safety

- Contribute to runway safety campaigns and awareness initiatives.
- Identify and help to mitigate runway incursion hotspots.
- Implement relevant industry guidance including GAPPRI and GAPPRE recommendations.

Contaminated Runway and Winter Operations

- Supervise procedures for runway contamination assessment and reporting (GRF) as well as training staff in contamination assessment and reporting processes.
- Ensure dissemination of runway condition information via ATC systems (RTF, AFPex, SNOWTAM).
- Maintain and analyse data on runway contamination and revise procedures as required.

Integration of Mixed Aircraft Operations

- Develop procedures for safe integration and separation of different aircraft types and operations. Including managing potential conflicts between activities and defining priorities and restrictions.
- Establish emergency procedures for mixed operations.

Low Visibility and Night Operations

- Develop, implement and monitor Low Visibility Procedures (LVPs) in coordination with ATC and the CAA.
- Ensure staff are trained and procedures are effectively communicated and applied.

Working Conditions

Safety-critical operational Air Traffic Control environment requiring sustained concentration, decision-making under pressure and response to emergency situations. Includes DSE use, shift work, night work, radio communication and outdoor operational duties

- Operates in a high-pressure, safety-critical environment with competing priorities.
- Requires flexibility to balance:
  - Strategic leadership
  - Operational ATC duties
  - Incident response and regulatory demands

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within the Council's Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

☒ Significant use of computers (display screen equipment)	☐ Driving HGV or LGV for work
☐ Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people or objects	☐ Any other frequent driving or prolonged driving at work activities (e.g. driving own private vehicle or CIOS vehicle)
☐ Working at height/ using ladders on a regular/ repetitive basis	☒ Restricted postural change – prolonged sitting
☐ Lone working on a regular basis	☐ Restricted postural change – prolonged standing
☒ Night work	☐ Regular/ repetitive bending / squatting / kneeling / crouching
☒ Rotating shift work	☐ Working on/ or near a road
☐ Manual cleaning/ domestic duties	☐ Regular work outdoors
☐ Undertaking repetitive tasks	☒ Continual telephone use
☐ Work with children or vulnerable adults	☐ Provision of personal care on a regular basis
☐ Working with challenging behaviours	☐ Potential exposure to blood or bodily fluids
☐ Work involving food handling	☐ Face-to-face contact with the general public
☐ Regular work with skin irritants/ allergens	☐ Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)

☐ Work requiring respirators or masks	☐ Work requiring hearing protection (exposure to high noise levels)
☐ Work with waste, refuse	☐ Work with vibrating tools/ machinery
☐ Other (please specify): Safety-critical aviation environment requiring sustained concentration, incident response, emergency preparedness, regulatory inspections and operational decision making.	

Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job. Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Knowledge, skills and experience	Essential /desirable	Assessment Method
Valid CAA Air Traffic Control Licence with relevant rating	Essential	
Meteorological Observer Certificate	Essential	
Significant operational Air Traffic Control experience	Essential	
Knowledge of CAP 700 and UK air traffic regulatory framework	Essential	
Knowledge of Safety Management Systems and aviation risk management	Essential	

Behaviours/values	Essential /desirable	Assessment Method
Demonstrates safety leadership	Essential	
Acts with integrity and professionalism	Essential	
Builds collaborative relationships	Essential	
Promotes continuous improvement	Essential	

Other requirements	Essential /desirable	Assessment Method
Ability to maintain required CAA medical standards		
Ability to work shifts, weekends and nights		
Ability to maintain professional licences and ratings		