



JOB DESCRIPTION

1. **JOB TITLE:** Trainee Air Traffic Control Officer
2. **HOURS:** 37.5 hrs per week
3. **RESPONSIBLE TO:** Manager of Air Traffic Services
4. **DIRECT SUPERVISORY RESPONSIBILITY FOR:** Nil

INDIRECT SUPERVISORY RESPONSIBILITY FOR: ATCA staff, giving support and guidance where necessary.
5. **IMPORTANT FUNCTIONAL RELATIONSHIPS**

INTERNAL: Airport Management and staff, including Operations, Rescue and Fire Fighting Service, Air Traffic Engineering.

EXTERNAL: External partners and customers
6. **MAIN PURPOSE OF JOB:** To provide operational air traffic services in accordance with the terms of licence ratings. To guide, assist and train other controllers and assistants in the execution of their duties.
7. **MAIN DUTIES AND RESPONSIBILITIES:**
 - 7.1 To provide Aerodrome, Approach and Approach Radar services to aircraft inbound and outbound from NQY as appropriate to ratings held.
 - 7.2 To provide the appropriate level of service (Basic, Traffic or Deconfliction) to aircraft transiting the NQY area and in surrounding airspace in accord with ratings held.
 - 7.3 To alert and liaise with Airport and External Emergency services as required by The Emergency Plan.
 - 7.4 To comply with CAA and Airport Management reporting procedures and to compile and maintain administrative records as required.
 - 7.5 Where suitably qualified, to observe, compile, check and disseminate meteorological data.
 - 7.6 To carry out Aerodrome surface inspections at the opening of the watch, before nightfall and at other times as necessary.
 - 7.7 Where suitably qualified, provide OJT supervision of unvalidated controllers.

8. RULES AND PROCEDURES

- 8.1** To be aware of and adhere to applicable rules, regulations, legislation and procedures which are governed by Cornwall Airport Ltd.
 - 8.2** To maintain confidentiality of information acquired in the course of undertaking duties for the department.
 - 8.3** To be responsible for your own self-development, undertaking training as appropriate.
 - 8.4** To undertake other duties appropriate to the grading of the post, as required.
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Job Description prepared by: A Ormshaw

Date reviewed: February 2021

Signed:

Name of Job Holder

Date:
