



### PERSON SPECIFICATION

**Job Title:      TRAINEE AIR TRAFFIC CONTROL OFFICER**

| Attributes                   | Essential   | Desirable   | How Identified  |
|------------------------------|---|---|---|
| Relevant Experience          | <p>Current knowledge of CAA and JAR procedures</p> <p>Approved training at an ATC college</p>   | <p>Commercial, GA and military operations</p> <p>Working knowledge of flight planning procedures</p>  | Application Interview   |
| Education and Training       | ATCO Licence with ADI or APS ratings as minimum   | <p>4 GCSE</p> <p>2 A Levels</p> <p>Driving Licence</p> <p>Meteorological Observers Certificate</p> <p>Airside Safety Driving Certificate</p>  | <p>Application Interview</p> <p>Licence verification</p> <p>Document verification</p> |
| Special Knowledge and Skills | <p>Spatial awareness</p> <p>Excellent communication, verbal and numeracy skills</p> <p>Mental dexterity</p> <p>Attention to detail</p> <p>Ability to remain calm under pressure</p> <p>Lateral thinker</p> <p>Ability to multi-task</p> <p>Ability to work on own initiative</p> <p>Ability to juggle and assess priorities</p> | <p>Leadership skills</p> <p>Report writing skills</p> <p>Data Analysis</p> <p>Good customer relation skills</p> <p>Ability to work independently with equal commitment to team working</p> <p>Co-ordinate the activities of other aerodrome users</p> | References Interview  |

|                        |   |  |   |
|------------------------|---|--|---|
| Any additional factors | <p>Must hold and maintain appropriate ATCO medical certificate</p> <p>Self Motivated</p> <p>Flexibility in terms of working shifts</p> <p>Ability to establish good relationships</p> <p>Ability to maintain confidentiality</p> <p>Team Resource Management</p> <p>Persuasive</p> <p>Good interpersonal skills with the ability to work well with others in a team</p> |  | <p>Application</p> <p>Interview</p> <p>Licence verification</p> <p>References</p> |
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Person Specification prepared by: Andy Ormshaw, Manager Air Traffic Services

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