**Squires Gate Airport Operations Limited**

# **Job Description –Operational Support Staff**

## Accountable to: Senior Air Traffic Controller

**Scope of Job:** Responsible for assisting the Air Traffic Control Officers in the execution of their duties to achieve safe and orderly flow of air traffic.

**Responsibilities / Tasks:**

**Operational**

* Maintain regular contact with other operational staff at the airport, particularly in the use of the airport ground frequency.
* Accurately record information using all appropriate systems.
* Answer VCR and Approach room telephones as required.
* Ensure all operational paperwork is kept in a neat condition and correctly filed.
* Maintain the ATCOs weather information board. Operate and update the microcomputer system.
* Inspect the runway as required, especially during periods of snow, slush and ice. Assist in carrying out friction test measurements as required.
* Maintain a good working knowledge of the flight briefing room and gives assistance when required.
* Check the equipment of the ATC suite when instructed.
* Communicate when requested with outside Emergency Services.
* Carry out airside escort duties as required.
* Communicate in a polite and professional manner at all times.
* Any other duty required by the operational needs of the business.
* Complete given tasks allocated to the Admin Assistant - ATC

**Safety**

* To ensure knowledge and understanding of all appropriate safety responsibilities as detailed in the Airport/Aerodrome Manual.
* To carry out duties in a manner which minimises the incidents and accidents within your Department, particularly promoting a safe working environment.
* To advise your Manager of any safety occurrence or system failure and to identify and report any situation of potential risk or concern affecting safety of which they are aware.
* To report any safety occurrence or system failure and to identify and report any situation of potential risk or concern affecting safety of which they are aware.

**Security**

* To ensure knowledge and understanding of all appropriate security responsibilities as detailed in job description and other relevant policy documents.
* To ensure that standards set at security training courses are adhered to.

***The above list is not exhaustive, due to business needs individuals may be required to carry out additional duties.***

***To ensure maximum efficiencies within the operation, flexibility is essential. Individuals will be required to assist in other areas.***

**Review By:** TBC

**Review Frequency:** Annually

**General Training:** Induction Course

Workplace Induction

 Airside Driving

 RT Training

 First Aid

***It is your responsibility to ensure your own health, safety and welfare and that of others who may be affected by what you do or do not do.***

***I have read and acknowledged the content of the above job description.***

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| Agreed (Signature of staff member) |  |
| Print Name |  |
| Authorised by (Line Manager) |  |
| Date |  |