

Air Traffic Control Assistant

Division: Aviation

Location: London Southend Airport

Shift pattern: 42 hours per week rotational shift pattern (hours between 06:00 and 21:00 across full 7 days)

Salary: £18,578 per annum

Contract: Fixed Term of 6 months, with the potential to go permanent, depending on performance

Reporting to: Head of Air Traffic Services

What's the role?

This essential post is required to work alongside the operational Air Traffic Control Officers, assisting and supporting as required. The Air Traffic Control Assistant must ensure that all tasks undertaken adhere to relevant regulatory and company standards. They must also notify appropriate organisations regarding any reportable incidents such as aircraft in need of search and rescue, and assist such organisations as required.

At times, you may be requested to provide support to Airport Operations.

What will I be responsible for?

Carrying out tasks and actions as required by the Air Traffic Control Officers on duty, to maintain effective running of the ATC department, including (but not limited to):

- Answering and processing telephone calls in ATC
- Liaising with the airport fire service, Handling/FBO, fuel and operations departments over customer/ ATC requirements.
- Processing AFTN messages.
- Flight Progress Strip processing and completion of movement logs.
- Administering bookings for circuit, instrument flight training and other flights.
- Monitoring and actioning ATC emails.
- Airfield surface inspections during periods of winter operations.
- Attending meetings and courses with other departments.
- General administrative duties.
- Preparation and dissemination of Meteorological Observations at regular intervals.
- Alerting external emergency service when required to do so.

- ➔ Ensuring the control rooms are in a tidy state.
- ➔ Co-ordination with adjacent ATC units as required by the duty ATCO.
- ➔ Interacting effectively with other operational ATC team members.
- ➔ Carrying out Document Control for the ATC department.
- ➔ Compliance with ATC procedures and Company regulations including Safety Management System (SMS) reporting procedures.
- ➔ Liaising with internal and external agencies in a professional manner.
- ➔ Taking responsibility for own actions.
- ➔ The operation of airport and ATC related systems in accordance with published procedures.
- ➔ Acting as a guide to visitors, when required to do so by the senior controller on duty (SCOD).
- ➔ Brief working parties requesting to work airside, when required to do so by the SCOD.
- ➔ Completing daily tasks.

Qualifications and experience:

Essential:

- ➔ 5 GCSEs at Grade C or above including Maths and English.
- ➔ Strong communication skills
- ➔ Proficient in the use of Microsoft Office
- ➔ Excellent written and oral communication skills
- ➔ Must be able to work within a team

Desirable:

- ➔ Experience is an advantage but is not essential as full training will be given.

How to Apply:

All applications should be made in writing to Human Resources at LSAHR@southendairport.com with:

An updated CV along with a covering letter

Note: For your application to be considered it is essential that you can provide a full 5-year checkable history and are able to obtain a clear criminal record check.

Please provide details of relevant skills, experience and qualifications to support your application.