

## **JOB DESCRIPTION**

<b>Job Title:</b>	Deputy Manager of Air Traffic Services (DMATS)
<b>Location:</b>	Gloucestershire Airport Ltd
<b>Reporting To:</b>	Manager of Air Traffic Services (MATS)
<b>Responsible for:</b>	Air Traffic Control Officers (ATCO)
<b>Hours:</b>	Shift work including some weekends averaging 37.5 hours per week
<b>Job Summary:</b>	Supporting the MATS, the DMATS will assist in managing the unit for the provision of Air Traffic Services to ensure a safe, orderly and expeditious flow of air traffic in busy class G airspace at Gloucestershire Airport. In addition to operational ATCO duties the DMATS will be required to attend meetings, liaise with regulatory agencies, manage staff and take on MATS responsibilities in his absence.

**Employees shall, at all times, provide Air Traffic Control Services in accordance with all current legislation, regulations and instructions, specifically those laid down in the Civil Aviation Publications (CAPs), ANO, MATS Pt 1, MATS Pt11, SMS, Aerodrome Manual and Operational notices.**

**Operational ATCO duties:** In addition to those responsibilities specified for each rating in MATS Pt 1, ATCO's shall: -

- Adequately self-brief prior to commencement of each duty to ensure compliance with any operational or administrative instructions locally, whilst being aware of licensing requirements to include the requirements of SCRATCOH, ensuring fitness for duty prior to the commencement of Watch.
- Maintain constant vigilance in respect of the state of the manoeuvring area and airfield, referring any faults, observed or reported, with the same or any associated facilities to the appropriate department for rectification, liaising, where appropriate, with the Duty Manager and/or SCOD to ensure the issue of NOTAM information.
- Monitor the manoeuvring and surrounding areas in respect of bird control, snow clearance and deteriorating weather conditions, liaising with AFS to ensure the implementation of the appropriate remedial action when necessary.

- Provide all services, liaise, or delegate such liaison, as required, to ensure the highest standard of customer service to all operators using the airport and its facilities, specifically in respect of ATC services, parking, handling and refuelling requirements undertaken by AFS, thereby enhancing the company's reputation.
- Periodically be required to act as the Senior Controller on duty (SCOD). The SCOD, as determined by the MATS shall supervise the running of the shift, monitor, as far as practicable, ATCO and ATSA actions, refer queries, requests, incidents and other such circumstances to the MATS, or in his absence, the Duty Manager.

**DMATS duties:** In addition to ATCO duties, the DMATS shall be responsible for:-

- Supporting the MATS and assuming some of the responsibilities in their absence
- Developing unit documentation to meet regulatory requirements
- Assisting in the preparing of the unit for regulatory agency audits
- Assisting the UTO with development of the UTP and ABES plan
- Attending airport meetings and providing ATC input
- Carrying out internal audits and risk assessments

**Subject to the limitations imposed by SRATCOH, and without detriment to the primary ATC function or task being undertaken, the DMATS may occasionally be required to:**

- Assist in the preparation of METAR observation or other such ATSA duties that may be required to ensure the continued smooth running of the ATC unit.
- Undertake any other duties as delegated by, and in conjunction with the MATS or company requirements.

**Certification (not all essential):**

- ADI, APP and APS ratings
- OJTI endorsement
- Assessor endorsement
- MET rating
- Current Class 3 ATCO medical certificate

**Person specification:**

The DMATS should be able to work effectively and independently under pressure. The role may include some developmental areas for the unit both in terms of staff and infrastructure so the candidate should be able to manage their own workload and use their own initiative in a high pressure environment.

The DMATS should have well rounded management experience in ATS and have previous experience in busy GA environments.