

Job title: Air Traffic Control Assistant (ATCA)
Department: ATC
Reporting to: Senior Air Traffic Control Assistant (SATCA)
Location: Oxford Airport
Date: 23rd November 2021

ATC Assistants should be calm, work well under pressure and be excellent at problem solving. A team based ethos, flexibility and initiative are essential. An analytical approach coupled with passion for personal development are important.

ATC Assistants report directly to the Senior ATCA and assist the controllers with their duties by providing both administrative and operational support to ensure that the ATCU meets all statutory and regulatory requirements, with the primary function being administration and operational support at the Air Traffic Control Assistants desk in both the Tower and the Radar Room.

Main responsibilities of the job:

- Input details of all flights into flight bookings and recording systems;
- Production of flight progress strips;
- Communication and liaison with aircraft operators for bookings and operational messages;
- Meteorological observations;
- Application of slot and flow management procedures;
- Co-ordinate all the VCR administration and document control;
- Operational ATC inter-unit and coordination & liaison on behalf of Air Traffic Controllers.
- Generate ATIS broadcasts;
- Emergency Services liaison during incidents;
- Monitoring of, and use of UHF radios on behalf of Air Traffic Controllers;
- Incident reporting
- General assistance and support to the controllers in operational tasks;

Remain up-to-date with new or amended airport operating instructions, procedures of policies.



Working conditions

Position: Salaried - Competitive

Hours: 40 hours per week (Shift patterns to cover operational hours of the airport)

Locations: London Oxford Airport

Shifts routinely include unsociable hours, recompense for this is included as basic salary.

Relevant specialist training will be provided where appropriate, for which travel around the UK may be required.

London Oxford Airport invests in the training and development of staff and will work collaboratively with you to reach your maximum potential.

To apply

Please send you CV and covering letter to **David Austen, Head of Air Traffic Services** at dausten@londonoxfordairport.com