



Job title: Head of Air Traffic Services (HATS)

Department: ATC

Reporting to: Operations Director

Location: London Oxford Airport and The London Heliport

Date: July 2024

Main purpose of job:

The Head of Air Traffic Services is accountable to the Operations Director for the safe and efficient operation of the Air Traffic Service within the vicinity of Oxford Airport and local airspace, whilst remaining compliant with Common Requirements ATM, UK CAA and associated regulatory requirement.

The Head of Air Traffic Services is responsible for the provision of an Air Traffic Engineering Service in all aspects, ensuring compliance with customer requirements and all regulatory criteria including CAP 670.

Main responsibilities of the job:

- Development and maintenance of the policies and procedures required to effectively manage the Air Traffic operation at Oxford Airport to include but not be limited to reporting and monitoring of: Significant Safety Critical Events (SCEs), QMS, Just Culture and Best Practice.
- Ensuring compliance with all regulatory requirements.
- Ensuring SMS implementation and ongoing maintenance within ATC, including Gap Analysis in order to develop SMS strategy within ATC.
- Identify and ensure that ATC staff members are trained, qualified and competent to carry out their duties.
- Ensuring that ATC staff are aware of and held accountable for their safety performance.
- Ensuring that an acceptable and compliant level of staffing is maintained during airport operating hours and adhering to working time restrictions set by the regulator.
- Be the main focal point for liaising with the CAA on matters relating to Air Traffic Services
- Be the main focal point for all aspects of ATC engineering/maintenance
- Establishing the resources required and subsequently the financial controls to operate an Air Traffic function which is compliant with regulations.
- Participate in Airport meetings as required.
- Ensuring that Air Traffic Services safety issues are reported to the Operations director in a timely manner
- Accountable manager for the provision of services in accordance with the UTP, UCS and Meteorological documents
- Approving the ATE contracted providers Engineering Manager;

- Notifying the ATE Engineering Manager at the earliest opportunity of proposed projects/developments which may impact Air Traffic Services equipment
- Ensuring that contracted personnel responsible for ATE have received suitable training in accordance with the contracted provider's training and competency scheme.

Level of responsibility

Managerial

Working conditions

Position: Permanent, Salaried

Hours: 40 hours per week - On occasions It may be necessary and essential to work unsociable hours to meet the demands of the business. The post holder is expected to fulfil such requirements without additional recompense.

Location: The role is office based at London Oxford Airport with the requirement for monthly visits to The London Heliport, or as required.