

## IRELAND WEST AIRPORT JOB DESCRIPTION

### **Job Title**

Air Traffic Control Assistant (ATCA)

### **Reporting**

You will report to the Senior Air Traffic Controller. This reporting situation may change as the organisation responds to ongoing change and business requirements.

### **Purpose of post**

The primary role of ATCA`s is to provide assistance to the Duty Air Traffic Control Officer (ATCO) in order to ensure a safe, orderly and expeditious flow of Air Traffic.

### **Main Duties**

- Be responsible for monitoring and operation of the Aeronautical Fixed Telecommunications Network (AFTN) and/or Air Traffic Services Message Handling Service (AMHS), to include transmission and reception of Flight Plans, Delay and Change messages and Online En-route Clearance Delivery.
- Be responsible for monitoring and operation of the AFTN / AMHS with regard to the Central Flow Management System.
- Be responsible for the preparation and distribution of Flight Progress Strips.
- Be responsible for the upkeep of the Watch Keeping Log-Book.
- Be responsible for the upkeep of and amendments to AIP Ireland, AIC`s and all other relevant aeronautical publications.
- Be responsible for the issuance of and the monitoring of all NOTAM`s relevant to Ireland West Airport.
- Be responsible for all matters as regards Flight Planning at Ireland West Airport.
- Be responsible for the composition and distribution of SNOWTAM`s and Bird Strike Reports.
- Be responsible for updating the ATC information boards.
- Assist the SATCO with implementation of the ATM SMS and QMS.
- Inform the Head of Airport Police and Fire Service of any Accidents or Dangerous Occurrences, in order to ensure compliance with relevant regulation both National and International.
- Assist in the investigation of accidents and dangerous occurrences as directed by the SATCO.

## **General**

- Actively participate in company wide interdepartmental activities to develop and improve the physical and social environment of the Airport.
- Demonstrate an ongoing awareness of the need to control costs and take action to reduce and minimise waste.

## **Position requirements**

The position requires an individual who:

- Is a self-motivated, self-starter who demonstrates consistent “can do” approach.
- Has the ability to work on own initiative and as part of a team.
- Is reliable, trustworthy, dedicated to maintaining high quality standards and achieving company results.
- Is an effective communicator at all levels both inside and outside the organisation.
- IT skills are essential.
- Has good problem solving and analytical skills.
- Strong administrative and organizational abilities.
- Has the ability to work under pressure to tight deadlines.
- Ability to work flexible hours.

**The above list is not exhaustive and we expect to see a demonstration of the jobholder’s individuality, innovativeness and use of their particular skills as appropriate.**