AIR TRAFFIC CONTROL ASSISTANT
JOB DESCRIPTION

Biggin Hill Airport is London’s premier business airport and provides exemplary customer service to operators of corporate, private and charter aircraft from all over the world.

Our Air Traffic Control Assistants report to the Senior Air Traffic Control Officer and receive guidance and supervision by the Duty Air Traffic Control Officer on day-to-day instructions. They are required to assist the Air Traffic Control Officers in the execution of their duties to achieve the safe and orderly flow of air traffic.

Main Duties
- Processing flight plan and flow information
- Providing Area Control with engine start-up information
- Receiving and filtering of domestic telephone calls from internal and external customers
- Receiving operational telephone calls including direct lines to emergency services
- Distributing Airfield Meteorological observations via the client system
- Prepare half-hourly meteorological observations and maintain the ATCO’s weather information board
- Maintaining computer systems with pertinent information
- Maintain regular contact with other operational staff, particularly in the use of the Airport domestic radio network
- Accurately record aircraft movements using a computerised database.
- Ensure all operational paperwork is kept in a neat condition and correctly filed
- Maintain liaison with other appropriate departments on the airfield – particularly fire service
- Encode/decode Notams and other aviation messages as required
- Ensure the availability of adequate stocks of ATC stationery – reorder as necessary
- Check the equipment of the ATC suite when instructed
- Utilise the ground UHF radio in a clear and proficient manner
- Perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility

Qualifications and Experience
Essential:
- Clear, concise diction of English language
- For the duration of employment, must hold a current clean Criminal Record Check and be approved to work in airport security by the Department for Transport following a Counter Terrorist Check

Desirable:
- Knowledge or experience of the aviation industry
- Possession of a full UK driving licence

The successful candidate will have strong organisational skills, be articulate and able to multi-task, possess excellent communication skills and be enthusiastic and pro-active with a flexible outlook.