

## Deputy SATCO Job Description

You are required to maintain the safe, orderly and expeditious flow of air traffic, preventing collisions between aircraft in the air and also between moving aircraft upon the manoeuvring area and the aprons, and assisting in preventing collisions between aircraft and obstructions on the manoeuvring area. (MATS Part 1)

Provide a Flight Information Service for the purposes of supplying advice and information useful for the safe and efficient conduct of flight, together with pertinent information about: a) weather; b) changes to serviceability of facilities; c) conditions at aerodromes; d) any other information likely to affect safety.

Outside the ATZ provide a Basic Service. (MATS Part 1) Provide an Alerting Service (MATS Part 1).  
Main Responsibilities and Objectives:

- Provide an ATS applicable to Class D/Class G airspace in accordance with MATS Part 2.
- Liaise with internal and external agencies.
- Follow and comply with the company's Safety Management System (SMS).
- Perform ancillary tasks as required to maintain effective running of the ATC department.
- Take responsibility for your own actions.
- Interact effectively with other operational ATC team members.
- Control of Aircraft on the manoeuvring area.
- Control of vehicular activity within the manoeuvring area.
- The organisation and control of air traffic flying in, approaching, departing and flying in the vicinity of the Aerodrome Traffic Zone
- Issuing information and instructions to aircraft.
- Co-ordination with adjacent ATC Units as required.
- Providing an alerting service to airfield and external agencies.
- Operation of Aerodrome, ATC and related systems in accordance with published procedures.
- Compliance with ATC and Company regulations, and SMS reporting procedures.
- Maintenance of CAA and company administrative records in accordance with published procedures.
- Liaison with Aerodrome and external agencies as required.
- Ensuring movement areas and associated facilities are adequately inspected.
- Correctly operate the ATC related equipment and report any unserviceabilities appropriately.
- Preparation and prompt dissemination of routine meteorological reports (H+15 and H+45 minutes) using the Muir Matheson Mini MetCom system.
- Carry out Special Meteorological Information as required (CAP 746)
- Update the ATIS with operational information as necessary.
  
- Where an OJTI endorsement is held: the supervision, training and reporting requirements detailed in the Unit Training Plan.
- Acting as the Aerodrome Authority when required, in the absence of SATCO.
- When appropriate, brief working parties requesting to work airside.
- Report incidents or unavailable services in accordance with local procedures and the Redhill Aerodrome SMS.
- Initiation of Bird Control activities when required.
- Selection of Aerodrome lighting to assist pilots.
- Participation in regular emergency training scenarios in line with the UCS.
- Comply with SRATCOH duty hours and breaks, and to other ATCO's SRATCOH requirements.
- Maintenance of ATC license requirements, including a current valid  $\pi$ Class 3 Medical certificate.
- Ancillary tasks - answering and processing all telephones in ATC, processing AFTN messages; including flight plans, processing email messages, Aerodrome inspections, maintain an accurate record of aircraft movements using Red Atlas. Assist in administrative duties if required, subject to SRATCOH breaks.

- Attend courses as appropriate to facilitate performing the required ATC functions required by the Aerodrome Management.
- Carry out other reasonable duties as required. This description is not exhaustive but is an outline of key tasks that may vary with demands from our clients or the operational needs.
- Assist the SATCO with the administration of the ATC Unit.