**Post Title:**  Air Traffic Controller

**Department:** Air Traffic Control

**Reporting To:** Air Traffic Services Manager

**Place of Work:** City of Derry Airport

**Purpose and Function of Post**

To provide a safe and expeditious ATC service giving priority to flight safety, compliance with regulatory and statutory requirements and ensuring a high standard of customer service. Provide effective levels of productivity and efficiency, customer and staff engagement, whilst ensuring Health & Safety compliance.

**Principle Duties and Responsibilities**

1. To provide the ATC services related to the ADI/TWR and APP ratings, the controller will be required to maintain a safe, orderly and expeditious flow of air traffic in the vicinity of CoDA, in accordance with all relevant UK regulatory and statutory requirements.
2. To carry out the role of Aeronautical Meteorological Observer in accordance with a Certificate in Aeronautical Meteorological Observing issued by the UK Met Office.
3. Maintain an up-to-date knowledge of and comply with the Manual of Air Traffic Services Part 1 and any other relevant national aeronautical regulations.
4. Maintain an up-to-date knowledge of and comply with the Manual of Air Traffic Services Part 2, SMS, QMS and all other relevant CoDA operating instructions and documentation.
5. Maintain a UK Class 3 Medical Certificate.
6. Maintain ATC competency.
7. Complete all routine refresher training as required.
8. Any other tasks as delegated by the ATS Management.
9. CoDA (Operations) Ltd reserves the right to vary the duties and responsibilities of employees under conditions prescribed in local agreements. The above duties may be altered as the future needs of the service require.

**Qualifications and Experience**

Applicants will be required to hold:

1. A valid UK Air Traffic Controller Licence issued by the UK Civil Aviation Authority;
2. ADI/TWR ratings on that UK licence, each with previous UK unit endorsements;
3. ICAO English Language Proficiency Certificate at Level 5 or above.
4. A UK Class 3 Medical Certificate.

The following are desirable.

1. An APP rating with previous UK unit endorsements
2. A Certificate in Aeronautical Meteorological Observing issued by the UK Met Office

**Payment of Training Costs**

Training is expensive, time consuming to undertake and involves a commitment on the part of both the Trainee and the City of Derry Airport. City of Derry Airport bonds each new Air Traffic Controller from initial employment until the completion periods set out below.

You shall repay us as follows:

1. if you cease employment before you attend the training course but we have already incurred liability for the Costs, 100% of the Costs or such proportion of the Costs that we cannot recover from the course provider shall be repaid.
2. if you cease employment during the training course or within 12 months of completing the training course, 100% of the Costs shall be repaid.
3. if you cease employment more than 12 months but no more than 18 months after completion of the training course, 50% of the Costs shall be repaid.
4. if you cease employment more than 18 months but no more than 24 months after completion of the training course, 25% of the Costs shall be repaid.

Thereafter, no repayment shall be required.

You shall not be required to repay any of the Costs in either of the following circumstances:

(a) we terminate your employment, except where:

1. we were entitled to and did terminate your employment summarily; or
2. we terminated your employment pursuant to a successful application by you for voluntary redundancy.

**Access NI Checks**

Successful applicants will be required to undertake Access NI criminal record checks and to provide a 5-year work / training / education reference history.

**Any Other Duties**

To undertake such other duties commensurate with the grading of the post, which will be determined from time to time, in line with the needs of the business.

**Salary Scale**

1. A competitive salary package based on licencing and endorsements held.
2. Salary will rise upon successful unit endorsement at CoDA of ADI/TWR and APP ratings.
3. 12 months following successful unit endorsement salary will rise to top of the salary scale.

**Period of Employment**

The period of employment is permanent subject to successful completion of a 12-month probationary period. If required, this probationary period may be extended to permit a complete assessment of performance.

**Relocation Package**

A relocation package is available for this post for applicants recruited from outside of Northern Ireland.

I understand and accept the duties of the role as specified:

**Sign & Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Post Holder**

**Sign & Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**