

## | Job Description

Job Title:	Air Traffic Control Manager	Job Category:	Technical Operations
Department/Group:	Airport Operations/Air Traffic Control	Job Code/ Req#:	
Location:	ORIA	Travel Required:	Occasional Travel
Level/Salary Range:	Grade H	Position Type:	Full-Time
Job Holder:			

## Job Purpose

To plan and manage the provision of Air Traffic Services within the jurisdiction of the Cayman Islands in accordance with local and international standards and recommended practices.

## Dimensions

Reporting to the Chief Airport Operations Officer, the ATC Manager is responsible for the day-to-day management of the ATC team at ORIA with technical oversight/support for the CKIA operation.

## Role and Responsibilities

- Manage the human and non-human resources engaged in Air Traffic Control Service to ensure a safe, orderly, expeditious and economical flow of air traffic
- Develop and implement airspace procedures to ensure the safety of all air traffic operating in the Cayman Islands airspace
- Liaise with adjacent ATS units regarding Air Traffic Management to ensure that common practices and policies are being maintained
- Investigate reports of and take corrective action in response to operational irregularities and breaches of air navigation regulations within the Air Traffic Services
- Liaise with local and international agencies regarding search and rescue, and other special operations requiring the cooperation of local Air Traffic Services
- Coordinate the production and revision of ATS specific publications required to ensure safe, efficient and regular operation and actively participate in the production and revision of other airport operation and safety manuals
- Manage the input, collection and provision of accurate information to support CIAA's business objectives
- Coordinate the engagement of ATS resources in the preparation for and execution of CIAA's response to aircraft emergencies and other unusual operational circumstances and assist with their investigation and reporting

- Discharge the duties of an On the Job Training Instructor and Local Competence Examiner in accordance with the conditions of the licenses, when necessary
- Conduct regular quality control assessments to ascertain the status of personnel, procedures and facilities and recommendations are made to improve the safety and efficiency of operations
- Perform any other duties pertinent to maintain air traffic control and airfield operational readiness as may be assigned by the CAO
- Deputise for the CAO when required

## Qualifications and Education Requirements

- Graduate with certification in Aerodrome and Approach control of an accredited Air Traffic Training Institution recognised by the ICAO and accepted by CAACI
- Valid license with Aerodrome, Approach Control, On the Job Training Instructor and Local Competency Examiner ratings issued by the Civil Aviation Authority of the Cayman Islands
- Maintain Class 3 Medical Certificate and competence for the ATC rating(s) held by successfully demonstrating knowledge and skill
- Minimum of 12 years' experience in Air Traffic Control, with a minimum of two years at the supervisory level
- Bachelor's degree, Level III Leadership and Management Certification, or the equivalent in other academics or experience
- Possession of a Private Pilot's License is an asset

### Preferred Skills

- Human – must be able to work with, understand, motivate, and communicate with individuals and groups to resolve conflict or performance issues and to discipline as appropriate
- Planning – must be able to understand available resources, develop time tables and budgets, and assign tasks and areas of responsibility
- Coordinating – must be able to know what is happening against what needs to happen, and who and what is available to accomplish needed tasks to ensure the unit acts as a unified whole
- Organising – must be able to create structures that allow plans to be accomplished
- Directing – must be able to take charge and tell people what to do, otherwise known as delegating, giving orders, and making decisions
- Communication - must be able to give clear, concise instructions and listen carefully. Emphasis on imparting knowledge regarding new policies and procedures and leadership by obtaining buy in on new ideas and operational concepts, to staff at all levels
- Analytical – must be able to visualise, articulate, conceptualise or solve both complex and uncomplicated problems by making decisions that are sensible given the available information

### Assignment & Planning of Work

The post holder is required to plan his/her own work and keep supervisors and controllers apprised of policy requirements to ensure that all operational aspects function according to established standards, including shift assignments, vacation, and other leave. The post holder is required to ensure that tasks allocated to each section are carried out through appropriate supervision. Compliance with Local and international regulations, policy guidelines as set by the Board of Directors and instructions from the CEO of CIAA.

### Supervision of Others

Management of the ATS unit requires direct and indirect supervision of ATC Supervisors, ATC Controllers, ATC Trainees and any other personnel or functions that are engaged in the unit on a temporary or permanent basis. Daily contact with staff is maintained to ascertain the functionality of each section and at a minimum, quarterly meetings are held to address significant issues.

### Other Working Relationships

The post holder will liaise externally with:

- Local and international regulatory and operational aviation agencies
- Pilots and adjacent ATS units to ensure and facilitate the safe, orderly and expeditious movement of air traffic
- Military and law enforcement agencies regarding airborne drug interdiction and search and rescue operations requiring the assistance of local ATC services
- Contracted maintenance service provider regarding the serviceability of equipment
- Other government agencies and community interest

The post holder will liaise internally with:

- ATC (CKIA) Supervisor and the CKIA Airport Manager
- Airport Operations Command Centre regarding air traffic and airside movements.
- CIAA C-Suite, Managers and staff
- Emergency Response Services to provide coordination regarding airport emergencies

### Safety Responsibilities

The Air Traffic Control Manager is accountable to the CAO for:

- Provision of services and facilities, for customers and stakeholders, for the purpose of the safe navigation of aircraft, within the administered airspace of the Cayman Islands

In discharging these accountabilities, the ATC Manager is responsible for:

- Overseeing the safe performance of daily operations in ATC
- Ensuring the application of change management procedures in accordance with SMS policy and procedures in this manual are followed and all works that will interfere with the normal operation of the aerodrome or its users is done in accordance with a Works Safety Plan approved by the Safety Office and that has been disseminated to the appropriate parties affected
- Ensuring that safety issues are reported in a timely manner to the Chief Safety Officer
- Ensuring that all ATC supervisors and staff are aware of, and held accountable for, their safety performance
- Ensuring that all ATC supervisors and staff are trained in SMS in the first 30 days of joining, and attend Annual SMS training thereafter
- Ensuring that management of human resources is appropriate to facilitate safe operations

In addition, the post holder has the following general safety responsibilities:

- To comply with the relevant safety requirements and procedures outlined in the CIAA Aerodrome Manual, including the CIAA SMS Manual and other duly approved Manuals, Safety Directives and Safety Advisories;
- To apply system safety measures as required by safety management procedures and instructions;
- To advise the Chief Safety Officer of any safety occurrence or system failure and to identify and report any situation of potential risk or concern affecting system safety;
- Supporting internal and external safety audits as and when they occur and correct all resultant Findings; external audits are normally conducted by the CAACI;
- Supporting safety investigations as and when they occur; and
- Complete an approved ICAO/IATA/ACI SMS Course or attend CIAA SMS Training Course each calendar year.

## Safety Training & Education

In accordance with Section 8.1 of the CIAA SMS Manual (Ver. 4.0)

## Additional Notes

The jobholder has decision-making authority regarding the control of staff assignment to ensure procedures and standards are maintained. The main challenges of the job are the diversity of tasks to be performed. No two situations are the same and no one solution can be applied to any two problems. Safety is the utmost important feature of the job.

## Working Conditions

The Air Traffic Control Services Manager post is a 24-hour a day obligation, with normal breaks as mandated by relevant Regulations or Laws, and the jobholder is required to assist during abnormal hours to facilitate the arrival and departure of aircraft during hours of closure, and during airport emergencies. Frequent travel is required both locally and overseas to conduct business on behalf of the Cayman Islands Airports Authority.

Reviewed and Agreed by Employee:		Date (dd/mm/yyyy):	
Approved By Supervisor:	CAOO	Date (dd/mm/yyyy):	21 Feb 2023
Reviewed/Updated By HR:		Date (dd/mm/yyyy):	