Job Description

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

Job Purpose

Achieve a passing grade in an air traffic control training course at a regulatory approved training organisation then obtain and exercise the privileges of a Student Air Traffic Controller License to perform Aerodrome and/or Approach Control Service for the purpose of preventing collisions between aircraft operating within the Cayman Islands Terminal Control Area airspace and aircraft, vehicles, and personnel operating in the Charles Kirkconnell (CKIA) and Owen Roberts International Airports (ORIA) Control Zones.

The Student Air Traffic Controller License holder provides air traffic control service under the supervision of a fully qualified Air Traffic Controller, who holds an on-the-job training instructor licence endorsement. The post-holder also provides an alerting service to aircraft and coordinates the response of emergency services to aircraft experiencing emergency situations.

Dimensions

Reporting to a CKIA or ORIA Air Traffic Control Supervisor, the holder of a Student Air Traffic Controller license is authorised to provide air traffic control services in accordance with the Aerodrome and/or Approach Control rating(s) and rating endorsement(s) contained in their license under supervision of an on-the-job training instructor in an air Traffic Control operational environment where live real-time on-the-job learning occurs in a safe, orderly, and expeditious manner in accordance with International Civil Aviation Standards and Recommended Practices.

Role and Responsibilities

- Satisfactorily pass ab-initio aerodrome and/or approach control classroom theory and simulator training and obtain a certificate of completion from an approved training institute
- Attentively be involved in transitional and pre-on the job phases of air traffic service unit training
- Diligently provide a safe and effective Air Traffic Control Service in accordance with the CKIA and ORIA Manual of Air Traffic Services (MATS), Unit Training Plan and Unit Competency Scheme under the guidance of a qualified Air Traffic Controller On the Job Training Instructor
- Consistently transmit CKIA or ORIA aviation meteorological conditions information to aircraft

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- Decisively comply with Air Traffic Control License Medical Requirements with respect to Fitness for Work as set out by the UK Air Navigation (Overseas Territories) Order
- Consent to regular drug screening testing and impartially comply with Cayman Islands Airports Authority Drug and Alcohol policy on an ongoing basis
- Professionally comply with the requirements of the Cayman Islands Airports Authority Employee Handbook, and any other relevant employee policies
- Intelligently act in accordance with the Cayman Islands Airports Authority, Safety Management System Manual and Air Traffic Service Safety Management System Manual procedures
- Comply with a Student Air Traffic Controller Licence medical certificate requirements
- Instigate responses to aircraft emergency situations and by alerting CKIA or ORIA Aerodrome Rescue and Fire Fighting Service and Airport Operations Command Centre and adjacent air traffic Area Control Centres in accordance with notification procedures set out in the CKIA or ORIA Airport Emergency Plans
- Approve and coordinate airport airside manoeuvring area (runways, taxiways, and aprons) works in accordance with procedures set out in the CKIA or ORIA Aerodrome Manuals and work safety plans
- Ensure, in collaboration with the CIAA's Communications, Navigation and Surveillance Department, that equipment used in support of the provision of Air Traffic Service is serviceable and fit for the purpose and initiate NOTAM (Notice to Air Men) action in the event of any equipment unserviceability
- Ensure Mandatory Occurrence Reports on reportable aviation accidents and incidents are reported in accordance with the Air Navigation (Overseas Territories) Order
- Ensure reporting action required by the CIAA's Safety Management System Manual or Air Traffic Service Safety Management System Manual or CKIA and ORIA Aerodrome Manuals is performed
- Support the investigation of air traffic control incidents and related safety recommendations follow-up actions
- Provide Air Traffic Control Service outside published operating hours for medical emergency flights or to assist aircraft in emergency
- Liaise with Airport Operations Command Centre, other CKIA or ORIA departments, Brac Tower, Owen Roberts Tower, Cayman Approach, Havana, Kingston and CENAMER air traffic service units, aircraft pilots, airline companies and members of the public in a professional and courteous manner always
- Comply with airport security requirements pertaining to accessing CKIA or ORIA Security Restricted Zone
- Amicably participate in training courses that may reasonably be required by Airport Management from time to time
- Be cognisant of and adhere to workplace safety and health policies
- Perform such other duties as may reasonably be required as a Student Air Traffic Controller

Qualifications and Education Requirements

- Must be 19 years or older
- High School graduate with at least 5 'O' level/GCSE passes or equivalent at Grade C or above, including English and Maths is essential. Possession of 'A' levels or higher qualifications or an Associate Degree that provides a high level of numeracy or technical knowledge would be advantageous
- Aptitude in areas such as problem solving, handling pressure, and dealing with changing situations
- Pass an online assessment that test cognitive and situational judgement skills
- Meet Overseas Territories Aviation Requirements Part 67 class 3 medical certificate standards
- Must be proficient in the English language, both spoken and written
- Must pass a comprehensive background check and obtain a security clearance
- Computer skills in Microsoft Word, Excel, and Outlook

Essential Skills

- Awareness of air traffic controller's role and responsibilities and demonstration of interest in aviation
- Excellent levels of concentration and ability to focus for prolonged periods
- Ability to work well under pressure
- Decisiveness and good problem-solving and planning skills
- Spatial awareness
- Information processing capability
- Excellent communication skills
- Ability to adapt to changing situations
- Self-resilience
- Numeracy skills
- An ability to respond quickly in emergency situations
- Emotional stability and a calm manner
- Ability to work independently but also be part of a wider team
- Motivation and conscientiousness
- Confidence with technology

Assignment & Planning of Work

- Obtain and retain a Student Air Traffic Controller training file in a secure location
- Perform serviceability checks on Air Traffic Control equipment used to provide Air Traffic Services and report any unserviceable equipment for repair
- Obtain a weather briefing on current airport meteorological reports
- Perform Taking Over, Handover and Closing procedures set out in the CKIA or ORIA Manual of Air Traffic Services
- Identify airspace safety risks and conflicts between aircraft, vehicles, and personnel
- Resolve conflict situations between aircraft, vehicles, and personnel, in a live Air Traffic Control environment openly discussing the use of safe separation solutions with assigned On-the-Job training instructor
- Coordinate safe airspace entry and exit movement of aircraft with Brac Tower, Owen Roberts Tower, Cayman Approach, Havana, Kingston and CENAMER Area Control Centres to ensure a safe and orderly traffic flow
- Coordinate any deviations from standard procedures and letters of agreement with adjacent Air Traffic Service providers
- Inform the Air Traffic Control Supervisor of any emergency situation
- Inform adjacent Air Traffic Service providers of emergency situations that would affect their airspace
- Participate in oral debriefings progress reports on the results of live environment Air Traffic Control training

Supervision of Others

Share one-on-one air traffic control training knowledge and experience with aspiring air traffic controllers and assist with mentoring, motivating, and building their confidence to join CKIA or ORIA as a Student Air Traffic Controller.

Other Working Relationships

Collaborate with airline and general aviation operators, adjacent Air Traffic Service airspace providers, airport ground handling service providers, Airport Operations Command Centre, CIAA management and departments/units, airport stakeholders, National Weather Service, Aerodrome Rescue and Fire Fighting Service, Authorised Medical Examiner, and Aviation Regulatory Authority.

Safety Responsibilities

The post holder has the following safety responsibilities:

- Comply with the CKIA or ORIA Manual of Air Traffic Services, Air Traffic Service Unit Training Plan, Air Traffic Service Unit Competency Scheme, CKIA or ORIA Aerodrome Manuals, CIAA Safety Management System Manual and Air Traffic Service Safety Management System Manual
- Notify the CIAA Safety Office of the occurrence of any safety incident
- Notify the aviation regulator of any Air Traffic Service mandatory occurrence report
- Support safety audits and safety investigations as and when they occur
- Complete an approved International Civil Aviation Organisation, International Air Transport Association, Airport Council International Safety Management Systems Course or attend CIAA SMS Training Course each calendar year

Safety Training & Education

As per Section 8.1 of the CIAA SMS Manual (Ver. 5.0)

Additional Notes

The consequence of air traffic service communications and navigation equipment outages have a negative impact on aircraft operations resulting in delayed aircraft movements, rerouting of air traffic, stranded passengers, logistical challenges, and financial losses for airlines and airport businesses, in addition cause additional workload for Student Air Traffic Controllers and On-the-Job Training Instructors to deliver contingency Air Traffic Services in a safe manner.

Working Conditions

A Student Air Traffic Controller work schedule extends beyond traditional daytime working hours, encompassing a variety of patterns including evening, night, and early morning shifts according to a published monthly roster system, which must comply with the CIAA's Air Traffic Service Exposition and Overseas Territories Aviation Requirement Part 172 Air Traffic Service Organisation Requirements.

The post holder is required to stay at their operational desk for set times before taking a break. The demanding work and amount of concentration required to deal with unexpected events such as changes in weather, unscheduled air traffic, emergency situations and high levels of pressure could lead to fatigue.

A valid C.I. driver's license is required.

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

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