Job Description

Job Title:	Aeronautical Information Services Officer (AISO)	Job Category:	Airport Operations
Department/Group:	Aeronautical Information Services (AIS)	Job Code/ Req#:	41
Location:	ORIA	Travel Required:	No
Level/Salary Range:	N	Position Type:	Full-Time
Job Holder:			

Job Purpose

To provide Aeronautical Information Services within the Cayman Islands Terminal Controlled Area (TMA) and to assist the Aeronautical Information Services Supervisor (AISS) during a working shift as required.
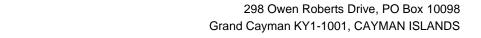
Dimensions

Aeronautical Information Services (AIS) is an integral part of Air Traffic Services (ATS), and each officer must perform duties crucial to the operation of the system. This post is essential for efficient operation of the ATS Unit.

AIS is integral of Air Traffic Services (ATS), and each officer must perform duties crucial to the operation of the Air Navigation Services (ANS). Reporting to the AISS and AIS Manager, the AISO is responsible for ensuring ICAO, CAA and local standards and recommended practices are adhered to.

Role and Responsibilities

- Review, accept, reject and transmit flight plans, repetitive flight plans and other relevant ATS messages to ensure the safety of flight
- Provide face-to-face and telephone briefing
- Distribute applicable Standard Instrument Departures (SIDS) and prepare Notice to Airmen (NOTAMS) and Aeronautical Information Circulars (AICS) for pre-flight briefing
- Compile, process and disseminate NOTAMS and AICS after receipt of a NOTAM and AIC request from relevant source
- Collect, record and distribute aeronautical information
- Enter departing passenger data from general declarations for monthly billed clients in billing system for passenger fee collection and statistical purposes
- Enter arriving passenger data from general declarations in billing system for statistical purposes
- Prepare and verify invoices for clients who are not billed monthly
- Collect landing, parking, air navigation and airport user fees from clients who are not billed monthly and submit to Finance Dept. to ensure the CIAA receives all monies due
- Ensure current charts are displayed and updated as required

Rev. March 2025

- Provide errors in aircraft movements to Air Traffic Control for corrective action to ensure that an accurate listing is available for statistical and billing purposes
- Record incidents and issues
- Handle aeronautical services for airfield at Little Cayman as required
- File daily data and reports
- Amend aeronautical documents and maintain inventory of office supplies
- Any other duties assigned within the post holder's training and capabilities

Qualifications, Education and Experience Requirements

- The post holder must be a graduate of an accredited High School or equivalent and possess 'O' level passes or equivalent in Mathematics, English and Geography and/or Physics

Preferred Skills
- Basic computer skills in Microsoft Word, Excel and Outlook
- Basic knowledge of Aeronautical Information, which may be obtained after commencing employment
- Prior experience would be an asset, however candidates with no experience can apply for this position as on-the-job training will be provided once hired
- Ability to prioritise tasks is essential as is the ability to remain calm under stress
- Must be able to execute policies and procedures that ensure aircraft safety and be able to work on a shift basis which may be unsupervised at times

Successful completion of Basic Training and Flight Planning Procedures is mandatory for continued employment in this post

Assignment & Planning of Work

The post holder must have the ability to deal with pilots and issue accurate pre-flight briefings. This requires an awareness of priorities. It is imperative that the lines of communication between adjacent AIS/ATC units be kept open at all times.

The daily operation of aircraft movements to and from each airport necessitates transmitting Aeronautical Information messages via the Aeronautical Fixed Telecommunications Network (AFTN) in an efficient manner. The individual manning the Aeronautical Information Service Office must ensure the accuracy of these messages along with the preparation of invoices and collection of aeronautical fees for all operators who are not monthly billed clients while preparing accurate information for the transmission of NOTAM and AICS as required in a timely manner.

Supervision of Others

The Aeronautical Information Services is an integral part of the Air Traffic Services and each officer must perform duties crucial to the operation of the system. This post is essential for the efficient operation of the ATC unit.

The AIS Officer will not normally supervise others.

Other Working Relationships

The Aeronautical Information Service is an integral part of the Air Traffic Services (ATS), and each officer must perform duties crucial to the operation of the system. This post is essential for the efficient operation of the ATS unit. The AIS Officer will not normally supervise others unless required to carry out On-The-Job Training (OJT) duties or if required to perform duties as acting supervisor.

Safety Responsibilities

The post holder has the following general safety responsibilities:

- To comply with the relevant safety requirements and procedures outlined in the pertinent Aerodrome Manual and/or any Appendices thereof, including CIAA Safety Management Manual (SMM) and any 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;
- To identify and report any situation of potential risk or concern affecting system safety to the AISU, ORIA Airport Operations Control Centre, the CKIA Airport Manager and the ORIA ATC Manager;
- Supporting safety audits as and when they occur;
- Supporting safety investigations as and when they occur;
- Complete an approved ICAO/IATA/ACI SMS Course or attend CIAA SMS Training Course each calendar year.

Safety Training & Education

As per Section 4 .1 of the CIAA SMS Manual (Vol. 2)

Additional Notes

The Aeronautical Information Services section of the Cayman Islands Airports Authority is responsible for providing information necessary for the safe conduct of flight. The accuracy of information is crucial and must be updated regularly to ensure correctness. Funds for landing, parking and other charges are also collected and handled by this unit. Aeronautical Information Service Officers must be honest and responsible individuals. It is also through this unit that all flight statistics originate.

The main challenges involve being able to recognise, and correct data essential to the safe, efficient operation of aircraft, and prioritise so that all tasks are completed in a timely manner.

Working Conditions

During the course of a working shift, the Aeronautical Information Service Officer is responsible for carrying out instructions issued by the AISS and AIS Manager. Decisions regarding Airport Operations or Special Situations are usually made by the CEO or his representative and communicated to the ATS unit. The AISO is expected to communicate all suggestions for improving the AIS system and procedures to the AISS and AIS Manager.

The AISO works on a rotating shift and is expected to respond to all Emergency calls initiated by the duty AISS or AIS Manager once rostered for duty.

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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