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| Post Title: | Air Traffic Management (ATM) Consultant | | |
| Salary Range: | Negotiable Depending on Experience | | |
| Responsible To: | Operations Director | Staff Managed: | None |
| Draft at this Stage | No | Date of Issue: | 27/10/2021 |

Job Description

Job Purpose and Responsibilities

The role of ATM Consultant Operations is wide-ranging, and the incumbent is responsible to the Operations Director, for the provision of aviation solutions to industry.

The purpose of the role is to assist Cyrrus in providing its customers with a comprehensive aviation consultancy service that satisfy their individual needs and exceed expectations.

The role will also be required to provide cover for the Operation's Director when required.

Leadership Skills

The role ensures that any staff reporting to the role adhere to the organisation's business management systems and the maintenance of the organisations standards. The post-holder is responsible for the following:

- Promoting the use of process approach and risk-based thinking.
- Motivating team members and demonstrating positivity in the delivery of solutions for assigned projects.
- Ensuring that the resources needed for the successful delivery of projects are available.
- Demonstrating awareness of team needs to be able to delegate effectively and be trustworthy in their areas of responsibility.

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Competency Skills

Core tasks and responsibilities for this position include:

- Utilise Air Traffic Management (ATM) expertise to support and deliver solutions to meet customer requirements including:
 - aerodrome-related projects.
 - airspace-related projects.
 - air navigation service provision.
 - IFP design commissions.
 - Wind energy projects.
 - Safeguarding tasks.
- Support commercial bids for projects requiring ATM and operational safety input.
- Establish and maintain a thorough understanding of the airspace change process (as set out in CAP 1616) and associated policy issued by DfT and UK CAA.
- Undertake feasibility studies, audits and analyses associated with airport and airspace projects. e.g., Airport developments including “green-field” and upgrades to existing sites.
- Produce technical reports appropriate to scope and technical requirements.
- Provide operational aviation input and guidance in support of related safety management and aerodrome-related projects.
- Maintain an up-to-date knowledge of ATM in the UK and Europe including policy changes resulting from ICAO, EASA and UK legislation.
- Maintain an up to date knowledge of the Cyrrus Staff Employee Handbook.
- Maintain and sustain relationships with clients.
- Undertake any other duty/activity and reasonable requests from your line manager that you are deemed to have the necessary skills to complete.

Skills and Knowledge

- Aviation domain knowledge/experience within the UK and Europe.
- Good understanding of the UK Airspace Modernisation Strategy and its applicability to airport operations.
- Good understanding of the UK Airspace Change Process (CAP 1616).
- Understanding of existing and emerging ATM technology systems.
- Working knowledge of Safety Management Systems and the ability to support production of system safety cases.
- Able to prioritise work requirements according to task importance and timescales.
- Ability to develop solutions as well as identify problems.
- Strong command of English language, both oral and written.
- Ability to write in English to Common European Framework level C1.
- MS Office Computing Skills (Software).
- To comply with UK Health and Safety Management legislation.

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Qualifications and Experience

Prior experience within the following environments is desirable:

- Previously held an Air Traffic Control licence.
- Previous aviation management experience.
- Air Traffic Control Rating. ICAO equivalent but UK military accepted.
- Educated to Degree level or equivalent in an aviation-related or science-based discipline.

Note: It is accepted that the post holder will need to develop their skillset and technical knowledge in certain areas. The post holder will be mentored and supported by several SMEs. Therefore, the post holder will need to be willing to learn and adapt.

Occupational Skills

- Ability to work under the pressure of deadlines and manage priorities.
- Ability to manage own workload and deliver on multiple projects/tasks simultaneously.
- Excellent written (report writing) and verbal communication skills.
- Strong technical and analytical skills.
- Self-motivated.
- Able to demonstrate a customer service focus.
- Organised approach to the work.
- Attention to detail.
- Excellent Communication Skills.
- Ability to present data/information in an accessible, clear format suitable for a varied audience.
- Skilled in the use of:
 - MS Word
 - MS Excel
 - MS Outlook
 - MS SharePoint

Other Requirements

- Outgoing, enthusiastic, and self-motivated.
- Team working.
- Good interpersonal skills.
- Available to undertake tasks away from company premises, travelling abroad, involving overnight accommodation away from company locations.
- Ability to provide clear professional advice to other SMEs with varied skill sets;
- Confident in dealing with clients and managers at all levels.

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Quality Management System (QMS) Requirements

Environmental Management System (EMS) Requirements

The role is responsible for:

- Operating within a clearly defined QMS/EMS.
- Adhering to company policies and procedures.
- Promotion of Customer Focus.
- Assimilating customer requirements into clear plans and solutions.
- Managing the efficient use of resources to meet requirements.
- Promoting continuous improvement throughout Company operations.
- Assuring the integration of the QMS into the organisation's business processes.
- Promoting the use of a process-driven approach and risk-based thinking.
- Ensuring that the resources needed for the QMS to function effectively are made available.
- Communicating the importance of effective Quality and Environmental management systems.
- Ensuring that the QMS/EMS achieves its intended results.
- Engaging, directing, and supporting persons to contribute to the effectiveness of the QMS/EMS.

Customer Service

Offer the best level of service to their customers and behave in a way that gives them confidence in our capability. Customers will be treated as individuals, with respect for their diversity, culture and values.

Data Protection (GDPR)

Comply with the Cyrrus policies and supporting documentation in relation to GDPR and Confidentiality.

Health and Safety (H&S)

- Be aware of and implement your H&S responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the H&S policy and procedure;
- To work with colleagues and others to maintain health, safety and welfare within the working environment.

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Equalities

- Within own area of responsibility work in accordance with the aims of the Equality Policy Statement;
- Commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect, human rights and working with others to keep vulnerable people safe from abuse and mistreatment.

Flexibility

Cyrrus provides front-line services which recognises the need to respond flexibly to changing demands and circumstances. Whilst this outline job description provides a summary of the key aspects of the role, this may need to be adapted or adjusted to meet changing conditions. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Cyrrus Policies and Procedures and be willing to serve extended period away from the office commensurate with project requirements.