



Air Traffic Services  
Main Terminal Building  
Brighton City Airport  
Shoreham-by-Sea  
West Sussex  
BN43 5FF  
Tel. 01273 467377  
airtraffic@flybrighton.com

Thursday, 19 December 2024

### **Air Traffic Services Assistant Vacancy**

Salary: £23,982 p/a

Responsible to: Manager of Air Traffic Services

Brighton City Airport has an immediate vacancy for a full time Air Traffic Services Assistant.

Brighton City Airport is a small, dynamic and friendly Air Traffic Control unit which operates both Tower and Procedural Approach control services, along with an Air/Ground Communication Service. With around 40'000 aircraft movements per annum, we regularly make the top 10 busiest airports in the UK. On busy days we can handle over 300 movements across our three runways.

We are looking for a talented individual who can work well both in a team and individually. We operate a shift pattern of 4 days on, 2 days off covering the hours of 0730-2000 with occasional operations outside of these times.

### **The Role**

- Provide the Air Traffic Control unit with administrative support in the provision of an Air Traffic Service (ATS)
- Make and receive telephone calls regarding flying activities and be able to respond to general communications in a professional and courteous manner
- Assist in alerting the Emergency Services as and when required
- Keep accurate records of aircraft movements using the systems provided
- Assist in maintaining ATC documents and manuals (and update them as necessary)
- Make meteorological observations (if qualified to do so)
- If qualified, to provide an Air Ground Communication Service (AGCS) as appropriate. (Training provided)
- Provide occasional ground handling support to VIP aircraft (Training provided)

*The above list is not exhaustive and the business may require flexibility to carry out additional duties to support the airport operation.*

### **Hours of work**

Forty hours per week based on a “4 days on, 2 days off” shift pattern covering the hours of 0730 to 2000 including weekends and bank holidays. The successful applicant will also need to be flexible in terms of working hours depending on the needs of the business and this may involve some occasional paid overtime or out of hours duties (voluntary). This is normally to facilitate humanitarian, medical and search and rescue flights.



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### What you will receive

As part of an enthusiastic and personable team, you will get:

- Opportunity for personal and professional career development in ATC
- 28 days paid annual leave
- Ready access to HR well-being and mental health guidance
- Enrolment in to a Pension Scheme
- Free airport car parking

### Minimum Requirements

- Minimum age 18
- Eligible to work in the United Kingdom
- Full UK Driving Licence
- GCSE Maths and English Grade C or higher (or equivalent)

A Radio Operators Certificate of Competence (ROCC) and Meteorological Observers certificate are desirable, however training will be given as required. The role requires a reasonable standard of computer literacy due to the various systems and software packages that are used.

Due to the location and nature of the role, access to the workplace involves climbing four flights of stairs, and therefore may not be suitable for anyone with reduced or limited mobility.

Interested applicants should send their CV (DOC or PDF format), by **17:00 on Friday 17th January 2025** along with a covering letter to:

[reception@flybrighton.com](mailto:reception@flybrighton.com)

Alternatively, via post to:

Air Traffic Control  
Brighton City Airport Ltd  
Main Terminal Building  
Cecil Pashley Way  
Shoreham by Sea  
West Sussex  
BN43 5FF

Although we try and respond to all individuals, we regret it may not always be possible.