**JOB SPECIFICATION TEMPLATE**

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| **Profile of Position:** | | | | | | | | | | |
| **Position Details** | | | | | | | | | | |
| Rank | OF2 | Org. Unit | RNAS Yeovilton | | UIN | | | N5627A | | |
| Upper Lower Rank | OR6-OF2 | Org. Type | RN | | Exchange With | | | N/A | | |
| Service (Job) | Air Traffic Control Officer (ATCO) | TLB | NCHQ | | Location | | | ATC  Building 766  RNAS Yeovilton  Ilchester  Somerset  BA22 8HT | | |
| Start Date for Position | 01/04/22 | Proposed End Date for Position |  | | Workforce Requirement Driving | | | No | | |
| Hiring Status | *Estabs to complete* | Position Status | *Estabs to complete* | | Position Type | | | *Estabs to complete* | | |
| Person Category | *FTRS BM to complete* | Position Status EIT | Valid | | Service Option | | | RN | | |
| Domain | Maritime | Career Field | Operational Support | | Sub Career Field | | | NS | | |
| Talent Management | N/A | Tour Length | N/A | | Handover | | | N/A | | |
| Type of Operation | N/A | Operation Name | N/A | | Operation PID | | | N/A | | |
| Hierarchy Parent 1 | DSATCO | Hierarchy Parent 2 | OC ATC | | Hierarchy Parent 3 | | | Cdr Air | | |
| Incumbent | N/A | Incumbent Future Availability Date | N/A | | Environment | | | RN | | |
| Minimum Medical Standard | MND | Child Positions | N/A | | Preferred Gender | | | N/A | | |
|  |  |  |  | |  | | |  | | |
| **Career Management and Rotational Information** | | | | | | |  | | | |
| Position CM Desk | | Service (CM) | Applicable From | | Applicable To | | |  | | |
|  | |  |  | |  | | |  | | |
| Branch/Arm/Group | | Main Trade | Sub Regt/Corp | |  | | |  | | |
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|  | | | | | | | | | | |
| **Alternative Branch or Trade** | | | | | | | | | | |
| Alternative 1 | | Alternative 2 | | | Alternative 3 | | | | | |
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| **Specialist Pay** | | | | | | |  | | | |
| Specialist Pay 1 | Specialist Pay 2 | Specialist Pay 3 | Specialist Pay 4 | | Specialist Pay 5 | | |  | | |
| N/A |  |  |  | |  | | |  | | |
|  |  |  |  | |  | | |  | | |
| **Unit & Position Role** | | | | | | | | | | |
| Unit Function | RNAS Yeovilton -AS | | | | | | | | | |
| Position Role | ATC 16 | | | | | | | | | |
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| **Responsibilities** | | | | | | | | | | |
| Provide a safe and expeditious flow of air traffic. | | | | | | | | | |  |
| Operate iaw MAA ATM Regulatory Articles ensuring accuracy and safety of the ATC instructions passed. | | | | | | | | | |  |
| Remain fully conversant with the latest orders, instructions, notices and signals, particularly wrt the aerodrome, its facilities and the weather. | | | | | | | | | |  |
| Remain in date for Annual Medical, PK, Standards Checks, Safety Management and mandatory training iaw Regulatory and Local Orders. | | | | | | | | | |  |
| Report or provide comment on any incidents, occurrences, or hazard observations via the DASOR system. | | | | | | | | | |  |
| Conduct administrative tasks and secondary duties allocated by OC ATC or DSATCO. | | | | | | | | | |  |
| Manage all information appropriately and iaw JSP 441 – Information, Knowledge, Digital and Data in Defence. | | | | | | | | | |  |
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| **Competence Requirements** | | | | | | | | | | |
| Competence - Full Name | | | | Proficiency Level | | Essential | | | Acquired | |
| UK Military ATC CoC | | | | Pass | | Y | | |  | |
| Air 302 | | | | Pass | | Y | | |  | |
| Error Management Training | | | | Pass | | Y | | |  | |
| Human Factors Foundation Training | | | | Pass | | Y | | |  | |
| UK Military ATC Medical Fitness (annual) | | | | Pass | | Y | | |  | |
| Unit Trainer Course (desirable) | | | | Pass | | N | | |  | |
| Defence Workplace Trainer (desirable) | | | | Pass | | N | | |  | |
| Defence Train the Trainer Course Version 2 (desirable) | | | | Pass | | N | | |  | |
| ATC Local Examining Officer/Standards Team experience (desirable) | | | | Pass | | N | | |  | |
|  | | | | | | | | | | |
| **Pre-Employment Training** | | | | | | | | | | |
| Pre-Employment Training 1 | Pre-Employment Training 1 Priority | Pre-Employment Training 2 | Pre-Employment Training 2 Priority | | Pre-Employment Training 3 | | | Pre-Employment Training 3 Priority | | |
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| **Local Considerations** | | | | | | | | | | |
| Domestic | | | | | | | | | | |
| The core working routine follows a variable seasonal shift pattern to support Day and Night flying operations with some shifts providing on call cover to facilitate out of hours and non-discretionary tasking. | | | | | | | |  | | |
| Employer Comments | | | | | | | | | | |
| This role requires a UK Military ATC Certificate of Competency. The associated military licensing requires the post to be filled by military personnel only.  The role is primarily based at RNAS Yeovilton ATC with routine commitments at RNAS Merryfield Tower (satellite airfield). The controller is accountable to OC ATC under the functional authority of DSATCO. Once in post they will have the authority to conduct ATM controlling duties iaw the endorsements listed within their CofC. | | | | | | | | | |  |
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