

# EXETER AND DEVON AIRPORT LIMITED

## JOB DESCRIPTION

**POST TITLE:** Air Traffic Control Assistant  
**LOCATION:** Exeter International Airport  
**RESPONSIBLE TO:** Senior Air Traffic Control Assistant

### STATEMENT OF PURPOSE:

To assist with the day-to-day administrative tasks within the Air Traffic Control Unit

### KEY RESPONSIBILITIES:

1. To carry out procedures connected with the Briefing Room, to include:
  - Filing flight plans and other flight associated messages on the Aeronautical Fixed Telecommunications Network (AFTN).
  - Taking landing fees and other associated costs
  - Updating aeronautical information - weather, notices to Airmen via the AFTN.
  - Liaising with Tower and Radar to ensure all Air Traffic Control staff are aware of aircraft movements.
  - Answering the telephone, recording and passing messages on accurately.
  - Updating aeronautical publications.
2. To carry out procedures connected with the Air Traffic Control Tower, to include:
  - Co-ordinating with Radar and Briefing.
  - Providing the controller with flight data.
  - Meteorological observations every half hour
  - Noting flight related messages on the AFTN.
  - Inputting flight data into Airport Landing Dues Information System.
  - Providing information to internal and external emergency services.
3. To carry out procedures connected with the RADAR system, to include:
  - Co-ordinating with Tower.
  - Providing the controllers with flight data.
  - Co-ordinating with other Air Traffic Control units re: flight information.
  - Keep statistical records of the use of the airspace around Exeter Airport - Lower Airspace Radar Service.

This is a shift working post, often with short notice airport extensions. Personnel must be prepared to remain at work if the situation demands.

This job description outlines the duties required for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time, which do not change the general character of the job or the level of responsibility.

**I have read and acknowledge the content of the above job description:**

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_