



JOB DESCRIPTION

Job Title:	Air Traffic Control (Trainee)
Division:	Air Traffic Services
Responsible To:	Manager Air Traffic Services
Responsible For:	NA
Job Purpose:	This job exists to: Provide a safe & efficient Aerodrome control, Approach Control, Flight information & Alerting services to aircraft in their capacity whilst under training.
Job Band:	B
Date updated:	January 2024

TO TATOU ORAMA E TE AKAKORO`ANGA – OUR VISION AND MISSION

“E kaveinga tumanava no te Pacifika ki roto I te Tuanga Tau-Manureva”

Leading the Pacific way in Airports

Agency Mission

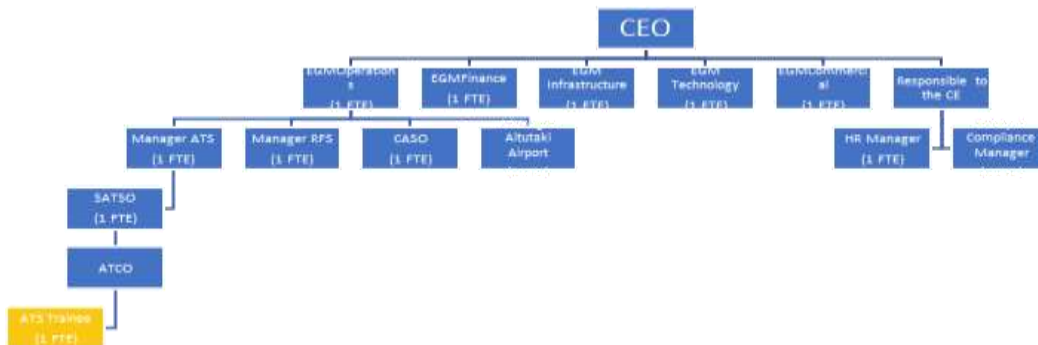
“To matou kaveinga, kia rauka te turanga meitaki roa atu na roto ite;

- Akonoanga I to tatou aronga angaanga
- Akatupuanga I te meitaki e te au
- Turanga moni matutu
- Akatinamouanga I te turanga akapouanga moni kore
- Akonoanga I te Aorangi I roto I ta tatou au angaanga

“Our Mission is to achieve excellence in;

- Investing in our people
- Improving on safety and Security
- Financial Stability
- Adopt cost-effective practices
- Implement environmentally sustainable operations

ORGANISATIONAL STAFFING STRUCTURE





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KEY RESULT AREAS

(KRA'S)/OUTPUTS

KRAs for this position (maximum of 6)	Key Performance Indicators (use SMART principles)
KRA 1: COMPLIANCE <ul style="list-style-type: none"> Induction Training Basic Air Traffic Control course 	<ul style="list-style-type: none"> Gain knowledge and understanding of Air Traffic control and Civil Aviation Rules part 172 Complete and pass Basic Air Traffic Control course
KRA 2: MEDICAL <ul style="list-style-type: none"> Meet the requirements of NZCAA Class 3 Medical certificate for initial check 	<ul style="list-style-type: none"> Medical report confirms candidate is medically fit.
KRA 3: OPERATIONAL & ADMINISTRATIVE <ul style="list-style-type: none"> Administrative duties Ensure reliability and punctuality at work 	<ul style="list-style-type: none"> . Timesheets, timebooks and required data entries are completed correctly and accurately on a timely basis. Maintain

WORK COMPLEXITY

Indicate most challenging problem-solving duties typically undertaken (3-4 examples):	
1	Multi-tasking, attention to detail, being proactive by planning ahead, self-discipline
2	
3	
4	

AUTHORITY

Authority levels expressed in terms of routine expenditure, granting loans, and recruiting and dismissing staff. (Explain the authority if any)

Financial	NO
Staff	NO
Contractual	NO

FUNCTIONAL RELATIONSHIPS

The requirement for human relations skills in dealing with other personnel and external contacts. (List the external and internal types of functional relationships)

Internal	Nature of Contact (Heavy, Medium, Light)	External contacts	Nature of Contact
Manager & Immediate Staff	Heavy: Responsible, listening, observe rules, alert, receptive, aware,	NA	



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	assisting, courtesy, liaising, reporting, administration, team player, prompt		
Air Navigation & Aerodrome Staff	Heavy: Fault reporting, monitoring, receptive, liaising, alert, courtesy	NA	
Other Staff and sections	Medium: Day to day liaison of airfield & navaid operations, administration, liaising, reporting, emergency notification checks	NA	

QUALIFICATIONS (OR EQUIVALENT LEVEL OF LEARNING)

Level of education required to perform the functions of the position. This combines formal and informal levels of training and education.

Essential: (least qualification to be competent)	Desirable: (other qualifications for job)
<ul style="list-style-type: none"> Minimum of L2 NCEA pass (12 credits pass in Maths at L1 and 8 credits in English at L2) and 42 other credits at L3 or equivalent (6th Form Cert). 	<ul style="list-style-type: none"> Diploma in Air Traffic Control

EXPERIENCE

The length of practical experience and nature of specialist, operational, business support or managerial familiarity required. This experience is in addition to formal education.

Essential: (least number of years to be competent)	Desirable: (target number of years you are looking for)
<ul style="list-style-type: none"> 3 years secondary school 	<ul style="list-style-type: none"> 2 years' experience as an Air Traffic Controller

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Expert	Good awareness and understanding with all applications of the skill/knowledge as a Trainee in Air Traffic Service.



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Advanced	Good understanding of skills/knowledge area. Able to pass on skills in this area. Recognised by colleagues as having proven skill/knowledge in this area.
Working	Sufficient skill to apply to a day-to-day operation in a fluctuation environment/does not require supervision for routine tasks
Awareness	Good understanding of skill/knowledge area of ATS Trainee.

KEY BEHAVIOURS

- Commitment/Personal accountability
- Effective Teamwork
- Customer focus for positive experience
- Effective communications and Relationships
- Promote environmental and social responsibility

PERSONAL ATTRIBUTES

- Be 19 years of age
- A NZ Passport holder
- Must have good spatial awareness (able to mentally picture objects moving in 3 dimension)
- Able to handle a theory-based course and apply in a practical situation
- Ability to think and plan ahead
- Motivated and a team player
- Confident and gets on well with people
- Resilience
- Proficient in the English language

CHANGE TO JOB DESCRIPTION

Changes to the Job description may be made from time to time in response to the changing nature of the Agency work environment - including technological or statutory changes.

Approved:

Chief Executive Officer

Date

Employee

Date