

**Job Description**

Position	Operation Controller
Reporting to	Operations Manager
Dept	Ground Operations
Direct Reports	None

**Key Relationships**

**Internal**

Operations Supervisor

Pilots

Cabin Crew

Commercial team

Maintrol

Engineering

Ramp/Flight Despatch

Chief Operations Officer

**External**

Air traffic control

Aviation Brokers

3<sup>rd</sup> party providers

**Nature and Scope of Role (summary of the role detailing the key objectives)**

To flight watch all of the company's aircraft to ensure efficient on time departures by filing accurate flight plans, checking on route and terminal weather, arranging handling and managing ATC and runway slots to ensure the smooth running of the flying programme. Ensuring any issues or incidents that could affect the safe, legal and punctuality of the schedule are reported and suitable actions are taken to minimise any disruption or delays.

This will entail working a 4 on 4 off shift pattern, working 4 days 7.00 a.m. to 7.00 pm followed by 4 days off and then 4 nights from 7 p.m. to 7.00 am followed by 4 days off.

**Primary Responsibilities**

1. To prepare and file accurate flight plans
2. Arranging ground handling and overflight permits where required
3. To acquire and manage runway slots for ad hoc charter flights
4. Arrange crew hotel accommodation and transport where required
5. To monitor the weather conditions and preparing NOTAMs (pilot notices) to alert the aircrew of any potential hazards on route.
6. To manage and arrange Air Traffic Control slots using Eurocontrol.
7. To monitor and action as necessary any crewing, engineering or despatch issues that may effect on time departures.
8. Dealing with any special loading notifications where necessary.
9. To liaise with relevant departments including commercial, customers and 3<sup>rd</sup> party providers for the smooth and cost effective of the flying programme
10. Preparing any daily statistics as required.
11. To perform any other reasonable task or duty as may be required or delegated for the safe, effective operation of the business