

Blue City Aviation

Flight Dispatcher Role / Operations Department – Birmingham Airport

Overview

To be responsible to the Operations Director to perform the role of Flight Dispatcher for such flights deemed to require a Dispatch presence on the Ramp and assist in the Operations Department as required

Flight Dispatch Duties

Obtaining inbound load information and informing the Ramp Supervisor or Team Leader of offloading requirements.

Meeting the aircraft and obtaining inbound flight and cargo paperwork.

Ensuring the Unloading team is aware of the order of offload and any special requirements.

Ensuring the inbound cargo documents are delivered to the appropriate Customs warehouse.

Escorting operating crew leaving the aircraft to the Company office and ensuring any Border Force requirements are met.

Meeting outbound operating crew and ensuring they have any required operational documents prior to escorting them to the aircraft, ensuring any Border Force and Security requirements are met.

Ensuring D.G. or other special load NOTOCs are received, printed and signed by the Captain.

Obtaining outbound load information and informing the Ramp Supervisor or Team Leader of loading requirements, any special loads or D.G. items, and ensuring the loading team have a copy of the L.I.R.

Monitoring re-fuelling operations to avoid any delay.

Monitoring that any other third-party services, such as toilet & water, de-icing and catering are in position and performed efficiently and without delay.

Liaising with the Ramp Supervisor / Team Leader over loading progress and ensuring the completed LIR is signed by the aircraft Captain or Load Master.

Ensuring appropriate flight documentation copies are secured prior to flight departure.

Liaising with the Ramp Supervisor / Team Leader to ensure a start-up and/or pushback crew are in attendance for a prompt departure.

Sending MVT messages and such LDM, CPM, UCM messages as may be required by the customer airlines.

Maintaining flight files and ensuring copies of all pertinent documents are retained for the required periods.

Monitoring the receipt and distribution of Customer Manual amendments, BAL Operational documents and Company Procedure updates and Staff Instructions.

Assist in the Operations Office as required

Candidate requirements

Candidates must have the right to work in the U.K. and the ability to hold a full, security cleared airport identity to pass with appropriate references and background checks.

To hold a full clean driving licence and the ability to hold a full Airport Driving Permit.

To have suitable experience in some or all of the above roles.

Terms and Conditions

A two-shift system is envisaged, working Monday to Friday mornings and evenings

Some overtime and weekend working may be required by prior arrangement.

Holiday entitlement to be 28 days including Public Holidays