



JOB DESCRIPTION



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| JOB TITLE | Assistant Harbour Master /Relief Pilot |
| GRADE | Band 9 |
| TEAM | Marine Services |
| REPORTING TO | Harbour Master |
| RESPONSIBLE FOR | |
| BASED AT | Anywhere FDC site in District but currently based at The Harbour Office, Wisbech or anywhere within the port's jurisdiction. |
| PURPOSE OF THE POST | Deputise for the Harbour Master and assist the Harbour Master in organising and regulating everything relating to Port Marie Safety Code, manage safety meetings, training and exercises and run inspections and enquiries when required, into marine accidents and incidents. You will manage the safe movement of vessels within the harbour limits and ensure documentation and certification is in line with the Port Marine Safety Code. |

PLEASE NOTE:

Fenland District Council is committed to equal opportunities.

It is the Council's aim to ensure that no potential job applicant, employee or service user, will receive less favourable treatment on the grounds of sex, age, disability, ethnic origin, religion, sexual orientation or marital status. The Council will also not impose any conditions or requirements, which disproportionately disadvantage any group, which can not be justified in terms of the needs of the job or the service provided.

Fenland District Council operates a no smoking policy.



MAIN DUTIES AND RESPONSIBILITIES



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| 1 | Main duties and responsibilities |
| 1.1 | Assist and under direction of the Harbour Master enforce the statutory duties and harbour by-laws to ensure compliance and to protect the users and the environment against injury and pollution in accordance with legal responsibilities. Assist with the annual review of all statutory systems of work applicable to the port. |
| | Assist and direct as appropriate, all vessel traffic control systems to ensure the planned and safe passages of commercial shipping, leisure craft and all other users. |
| | To plan and arrange with shipping agents and ship owners the arrival and departure of ships according to tidal windows by phone, fax and e-mail (24 hr availability service) |
| | Be responsible for the provision of Pilotage Services and ensure the continued competence of pilots, pilot boat crews and port controllers in compliance with the Pilotage Act 1987 and other applicable legislation. Further, to ensure all equipment and personnel are compliant with relevant legislation and able to maintain safe vessel movements. |
| | Ensure compliance, whether statutory or not, for a clearly marked navigational channel with correctly positioned, fully operational navigational aids and in this capacity, act as the Local Lighthouse Authority. |
| | Develop and maintain good working relations with stakeholders, elected members and other bodies as necessary. |
| | To prepare reports and attend meetings with partners, stakeholders, the Council's Cabinet or others as required. |
| | Deputise and attend in the event of marine accident, incident or emergency and provide advice/guidance where necessary |
| | Maintain the hydrographic survey programme and the production of local charts to ensure a safe navigational channel |
| | Maintain buoyage and local aids to navigation, for the needs of all local vessel movements. |
| | Act as a certified pilot to take responsibility for the safe maneuvering of a vessel along the port limits of Wisbech and Port Sutton Bridge or within the local pilotage district- any time during the night or day complying with all current legislation - being available for immediate call out 24 hrs a day 364 days per year. |
| | Work closely with Harbour Master to explore all income generation opportunities including Offshore Windfarms, external funding opportunities. |

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| | To monitor income and performance and produce all relevant information relating to key performance indicators. Assist with the review of annual fees and charges |
| | Promote a close and co-operative working relationship between all marine staff, contractors and port users. |
| | Actively promote the work of the Harbour Authority increasing awareness of the Marine Service team and functions both internally and externally. |
| | Maintain and implement a comprehensive training program for all of the Marine Team. Annually review relevant risk assessments associated with the port operations. |
| | Ensure that the Marine Services team objectives are closely aligned to the corporate objectives. |
| | Work in conjunction with the AHM operations to maintain vessels and work rosters were necessary for the marine service team. |
| | Promote and contribute to the development of the Council's 'One Team' philosophy and approach to service delivery |
| 2 | Quality and Equality |
| 2.1 | To promote quality and equality within the Council and in the provision of its services. |
| 3 | Customer Care |
| 3.1 | To provide excellent customer service to all internal and external customers in line with the Council's commitment to Customer Service Excellence. |
| 4 | Other Duties |
| 4.1 | Comply with all the policies and procedures of the Council (eg Equal Opportunities, Standing Orders, Financial Regulations, Health and Safety,). Copies of these can be found in the Employees Handbook (which will be amended and reissued should there be any changes) and/or from Human Resources. Comply with all legislation applicable to role including, Port Marine Safety Code, Maritime Coastguard Agency legislation. |
| 4.2 | To undertake such other work as may be required from time to time by the Service Manager, consistent with the duties and grading of the post. |
| This job description is not definite or exhaustive but is provided to give the postholder an indication of the range of activities, duties and responsibilities concerned with the employment. | |
| Any changes to this job description will only be made following consultation with the post | |

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| holder. | |
| Prepared By | |
| | |
| Date: | Date: |
| | |

DRAFT



PERSON SPECIFICATION



| ABBREVIATIONS | | | |
|---------------|------------------------------|-----------|-------------|
| E | Essential selection criteria | IV | Interview |
| D | Desirable selection criteria | T | Test |
| H/A | How Assessed | C | Certificate |
| AP | Application Form | | |

| | E | D | H/A |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|------------------|
| Experience | | | |
| A proven track record of leadership and management in a broadly comparable working environment | | ✓ | |
| Demonstrable practical knowledge of all marine related activities | ✓ | | |
| Local Wash Ports knowledge | | ✓ | |
| Comprehensive understanding of all Marine related Legislation | ✓ | | |
| Understanding of the impacts on harbour authorities from European Marine Sites, Special Areas of Conservation, SSSIs, etc. | | ✓ | |
| An understanding of health and safety at work in a marine environment. | ✓ | | |
| Familiarity with port bye-laws and their application. | ✓ | | |
| Skills and abilities | | | |
| Able to demonstrate strong leadership, motivational and inspirational skills with the ability to utilise these successfully internally and externally. | | ✓ | |
| Ability to work in a multi functioning team to assist in other marine services/corporate projects as required | ✓ | | |
| To represent Fenland District Council in a positive, professional manner | ✓ | | |
| Customer service skills – demonstrable ability to deal responsibly, positively and sensitively to customer needs | ✓ | | |
| Strong self-motivation and an ability to work with a minimum of supervision to tight deadlines | ✓ | | |
| Ability to work co-operatively in a team to achieve prescribed objectives | ✓ | | |
| Ability to network and build relationships with other key partners | | | |
| Ability to organise workload with discretion, tact and integrity | ✓ | | |
| Behaviours | | | |
| Achieving level 2 on all elements of the Council's core and management competency framework: (Core: Customer Focus, Effective Communication, Teamwork & Cooperation, Respect & Dignity for All) (Management: Managing People, Effective Leadership, Managing Performance, Coaching & Developing People, Strategic Awareness) | ✓ | | AP IV |

| | E | D | H/A |
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| | | | |
| Knowledge / Education | | | |
| Harbour Master's Certificate Diploma | | ✓ | |
| STCW reg II/2 certificate of competency is preferred although alternative qualifications, with relevant ship/vessel handling experience, will be considered. | ✓ | | |
| Valid ENG1 Medical certificate | ✓ | | |
| PFSO course | | * | |
| OPRC course completion. | | | |
| Understanding of the "One Team" philosophy and approach to service delivery | ✓ | | |
| Other requirements | | | |
| Proof of Right to Work in the UK | ✓ | | |
| Member of UKHMA | | ✓ | |
| Demonstrate an understanding of, acceptance and commitment to, the principles underlying equal opportunities | ✓ | | |