Job description

Job title: Assistant Harbour Master (Bridport & Lyme Regis)
Grade: Grade 10
Job evaluation reference: NE285
Job family: Natural Environment

Purpose and impact

To assist the Harbour Master in the management of the Harbour in accordance with national and local legislation, whilst meeting the strategic and corporate objectives of Dorset Council.

Bridport and Lyme Regis harbours are small but seasonally busy leisure and commercial harbours. A number of businesses rely on the harbours to make a living with many people who visit the harbours whether by boat or by land, bringing considerable revenue to local businesses and the Council.

Key responsibilities

- Assist with the management of Bridport/Lyme Regis Harbour to ensure that the operation meets the requirements of the Port Marine Safety Code, health and safety legislation, the harbour byelaws and rules, customer care and the harbour budget.
- To assist the Harbour Master and provide support in respect of the delivery and strategic development and planning of the Harbour.
- To work collaboratively with other Harbour staff in Dorset Council and across the region.
- Assist in the use of the slipway, the arrival and departure of visiting vessels, issuing advice and berthing directions.
- Operate Harbour launch as required and perform routine daily maintenance.
- Driving Harbour vehicles as required when on duty. Vehicles must only be driven by persons holding a current driving licence.
- Managing and maintaining boat park.(daily checks and allocation of spaces)
- Supervise harbour staff in the absence of the Harbour Master.
- Administration, including maintaining records, financial paperwork, handling cash, spreadsheets and answering queries, maintaining administrative systems including CCTV operations and Harbour websites.
- Maintaining stock levels and supplies in the chandlery shops.



- Collecting appropriate harbour charges for use of all harbour facilities, including slipway fees, annual launch permits, visitors harbour dues, trailer parking etc.

- Controlling and managing vehicular traffic movements and parking arrangements on the harbour area, as directed by the Harbour Master.

- Maintaining lines of communication in the absence of the Harbour Master, i.e. taking telephone enquiries, handling VHF traffic as required. Staffing the Harbour Office as and when required and assisting with Harbour events as required.

- Dealing directly with all Harbour users and members of the public with regard to the use of marine and Harbour services and where necessary reporting appropriate matters to the Harbour Master.

- To efficiently and effectively manage and maintain assets and infrastructure associated with the harbour.

- To support and report in the absence of the Harbour Master to the Harbour Consultative Group and Working Groups.

- To assist in the development of services for Bridport & Lyme Regis Harbours

- To assist in the planning and delivery of harbour projects in Bridport & Lyme Regis as required, and to help coordinate events in or adjacent to the harbour.

- To prepare plan and deal with accidents, incidents and emergencies in the harbour in the absence of the Harbour Master and assist with follow up investigations and mitigation

- To operate sluice gates, often out of hours.

- Carry supplied mobile phone to receive calls out of hours.

- Maintain and operate diving air station.

- Maintaining stock levels for harbour chandlery shops.

- Any other lesser or comparable duties as required.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

Reporting to:	Harbour Master
Responsibility for:	Required to supervise groups of staff undertaking work in the same general area of service



Other factors

- To be responsible for technical equipment associated with the harbour.
- Primarily based at Bridport or Lyme Regis Harbours, occasional travel to attend meetings and events and site visits locally, regionally and nationally, sometimes under adverse weather and hazardous site conditions.
- Outdoor work on land and on boats sometimes in adverse weather conditions.
- Flexible and out of hours working to meet the requirements of the post which will require working evenings, weekends and Bank Holidays.
- Attending the Harbour outside of normal working hours to assist during emergencies and bad weather including assistance in the recovery of boats or vehicles, etc. when necessary.
- Occasionally attend potentially challenging public meetings, inquiries and partnership meetings.
- Will be operating in a fast-changing environment and therefore subject to frequently changing problems and circumstances.

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria: you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	**Assessed through:**
1. Experienced Mariner with recognised Certification of Competency for power boat 2	Application form
2. VHF/DSC Radio Certificate of Competence	Application form
3. Full UK driving licence	Application form
Experience	
4. Broad maritime experience especially in a port environment	Application form
5. Boat handling	Application form
6. Supervising and motivating staff and volunteers	Application form
7. Working with partners from a range of sectors	Application form
Knowledge	
8. Knowledge as per the National Occupational Standards for Assistant Harbour Masters	Application form Interview Assessment
9. Knowledge of ports/marine safe operations including the Port Marine Safety Code and its Guide to Good Practice and health and safety legislation	Application form Interview Assessment
10. Good understanding of policy, legislation and developments in the ports and harbours sector	Application form Interview Assessment
11. Knowledge of small commercial vessels and leisure vessels operations	Application form Interview Assessment
Skills and abilities	
12. Strong leadership and Supervisory skills	Interview Assessment
13. Ability to build rapport and sustain collaborative working relationships	Interview Assessment
14. Ability to work on own initiative and be able to analyse and resolve problems where issues are often contentious and complex	Interview Assessment
15. Confident manner and excellent interpersonal skills	Interview Assessment



16. Good communicator – written and verbal communication	Interview Assessment
17. Good prioritisation and time management skills	Interview Assessment
18. Financial and business awareness	Interview Assessment
19. Computer literate and competency in Microsoft applications.	Interview Assessment
Our values	
20. Respect	Interview Assessment
21. Together	Interview Assessment
22. Accountability	Interview Assessment
23. Openness	Interview Assessment
24. Curiosity	Interview Assessment
Other	
25. Good general health and fitness – in order to handle the physical aspects of the role.	Application form
26. Flexible approach to working hours including weekends and Bank Holidays	Application form
27. Ability to attend harbour at short notice in an emergency	Application form
28. Ability to fulfil travel requirements of the post	Application form

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations	**Assessed through:**
29. Certificate of Competence as Advanced Power Boat	Application form
30. First Aid at Work Certificate	Application form
31. Oil Spill Response Certificate	Application form
32. Current ENG1 (Medical Certificate) or ML5	Application form
Experience	
33. Emergency planning and training experience	Application form
34. Port Waste Management experience	Application form
35. Harbour and waterfront management	Application form



36. Local government operations and procedures	Application form
37. Stakeholder management	Application form
38. Marine industry ashore	Application form
39. Harbour infrastructure maintenance	Application form
Skills and abilities	
40. The ability to be calm, patient, sympathetic, reliable, flexible and accurate	Interview Assessment

Approval
Manager's job title: Harbour Master
Date: March 2022

