



# Job Description & Person Specification

<b>Job Title:</b>	DEPUTY HARBOUR MASTER
<b>Reports to:</b>	HARBOUR MASTER
<b>Salary Range:</b>	£30,000 - £35,000

## Job Purpose

- Act on behalf of and provide support to the Commissioners in the delivery of their duties under the Port Marine Safety Code.
- Deputise for the Harbour Master in his absence.

## Main Accountabilities:

- Responsible for the day-to-day management of vessel movements, the moorings and allocation of berths.
- Promote safe navigation within port limits and liaise with stakeholders to ensure the facility is operated safely in accordance with the Port Marine Safety Code.
- Advocate safe working practices as laid down out in the MSMS and H&S manuals and ensure regulatory compliance.
- Ensure that accurate records are kept of all vessels using the harbour for the collection of dues and other appropriate billing.
- Direct the harbour team in the provision and maintenance of harbour services, facilities, and equipment.
- Provide guidance and assistance to visiting vessels, relevant stakeholders, and the public.
- Support the Harbour Master with the management of the harbour including future capital investment upgrade work, budgetary control, and contract compliance.
- Advise and assist in the maintenance of the Emergency Response Plan and Oil Spill Contingency Plan including procurement and maintenance of equipment and carrying out drills, exercises, and training to ensure their effectiveness.
- Support the Harbour Master in undertaking investigation of marine and shoreside incidents and undertake the preparation of reports to relevant authorities.
- Assist in the development new policies and procedures as required.
- Work with the Harbour Master in the preparation, monitoring and control of budgets to ensure they reflect operational needs.
- Oversee the maintenance and enforcement of the Port Facility Security Plan including carrying out drills and exercises to ensure effective security is maintained.



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- Responding to any other instructions that are deemed necessary for the safe operation of the harbour

***The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by NPHC commensurate with your role.***

## **Additional Information**

Located in the far Southwest, in the popular destination of Mounts Bay, Newlyn Harbour is a Trust Port set up by an Act of Parliament, with the responsibility to manage the harbour in an open and transparent way as detailed in the Port Good Governance Guide and related statute

This role is exceptionally varied and will see the successful candidate working with multiple stakeholder groups from the local community, government organisations, harbour users and the general public.

The Deputy Harbour Master is expected to operate at a high level implementing and taking decisions within agreed policy as well as developing policy in relevant areas. Working over public holidays, outside normal business hours and extra hours will be necessary, together with the possibility of being called out in response to significant incidents.

The competitive salary is offered alongside annual leave of 25 days plus public holidays, training support and on site parking



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Criteria	Essential	Desirable	Assessment method
<b>Education and Qualifications:</b>			
STCW reg II/1 OOW Certificate <i>or</i> Deck Officer Certificate of Competency (Fishing Vessel) Class 2 <i>or</i> demonstrable equivalence e.g. skippers certificate <16.5m	✓		A/I
Harbour Masters Diploma and <i>or</i> Harbour Masters Certificate		✓	A
Oil Spill Response MCA Level 4		✓	A
Full UK Driving licence	✓		A
<b>Experience/Evidence of:</b>			
Understanding of the Port Marine Safety Code		✓	A/I
At least 3 years relevant experience in a variety of marine operations, e.g., experience as a Chief Officer / Deck Officer on foreign going vessels, fishing vessels <i>or</i> an operations role within a harbour environment	✓		A/I/R
Knowledge and experience of project management and financial resourcing		✓	A/I/R
Knowledge of British maritime regulatory framework especially with regard to fishing vessels and the port environment		✓	I
Effective communicator with a high standard of verbal and written English.		✓	A/I
Sound computer skills		✓	A/I
Experience of leading small teams and motivating staff		✓	I/R
Ability to act as an on-scene commander in oil spills and other maritime emergencies		✓	A/I
Experience in one or more of the following areas: <ul style="list-style-type: none"> <li>○ UK Marine Industry regulation,</li> <li>○ Harbour Master,</li> <li>○ Port Operations,</li> <li>○ Shipping Operations,</li> <li>○ Maritime Environmental Operations</li> <li>○ Pollution Control,</li> <li>○ Port Development,</li> <li>○ Fisheries Protection</li> </ul>	✓		A/I/R
<b>Personal Attributes:</b>			
Ability to work within a team	✓		A/I/R



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Personal drive and integrity and the ability to support the team in delivering outputs for the benefit of the NPHC as a whole.		✓	A/I
Able to work on own initiative, prioritise tasks and meet deadlines	✓		A/I
Ability to mentor staff and maintain motivation within the team		✓	A/I
Demonstrate awareness of commercial and/or political confidentiality.	✓		A/I/R

## Method of assessment:

- A - Application Form
- I - Selection Interview
- P – Presentation
- R - Reference