



Job Description & Person Specification

Job Title:	NIGHTWATCH/ASSISTANT HARBOUR MASTER (0 hour)
Reports to:	HARBOUR MASTER/DEPUTY HARBOUR MASTER
Wages:	£11.50 per hour

Job Purpose

- Act on behalf of and provide support to the Commissioners in the delivery of their duties under the Port Marine Safety Code.
- Provide night-time staffing on the harbour premises.
- Provide additional cover as required.

Main Accountabilities:

- 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.
- Undertake routine monitoring of the harbour including physical patrols and use of CCTV
- Ensure that accurate records are kept of all vessels using the harbour for the collection of dues and other appropriate billing.
- Undertake small financial transactions with customers and harbour users.
- Provide guidance and assistance to visiting vessels, relevant stakeholders, and the public.
- Responding to any other instructions that are deemed necessary for the safe operation of the harbour.
- Respond to situations and activate emergency response plan as required.

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.



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Additional Information

Located in the far Southwest of England, 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 for those that are looking for a first step in harbour operations, a unique environment where no two situations are the same. The Nightwatch/Assistant HM is expected to implement and take decisions within agreed policy.

Applicants must be confident in their abilities and authority, working most often as a lone worker overnight without direct management support. A personable and professional manner is necessary during interaction with members of the public and harbour users.

Although this is a Zero Hour contract there is a reasonable expectation of a number of shifts per month amounting to a minimum 72 hours, as you will be fitting into an existing team that is currently understaffed. Additional hours may also be offered to provide cover at other times to accommodate staff leave patterns.

Working over public holidays, outside normal business hours and extra hours is expected, together with the possibility of being called out in response to significant incidents.

The wages are offered alongside annual leave of 25 days plus public holidays, training support and onsite parking.



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Criteria	Essential	Desirable	Assessment method
Education and Qualifications:			
STCW reg II/1 OOW Certificate or Deck Officer Certificate of Competency (Fishing Vessel) Class 2 or demonstrable equivalence e.g. Skippers certificate <16.5m		✓	A/I
VHF operators certificate		✓	
Oil spill response mca level 2		✓	A
Fork Lift Truck Operators Certificate		✓	A
Full UK Driving licence	✓		A
Experience/Evidence of:			
At least 1 year of relevant experience in a variety of marine operations, e.g., experience as a Deck Officer on foreign going vessels, fishing vessels or an operations role within a harbour environment.		✓	A/I/R
Effective communicator with a high standard of verbal and written English.	✓		A/I
Sound computer skills		✓	A/I
Personal Attributes:			
Ability to work on your own without direct support or supervision.	✓		A/I/R
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/R
Able to work on own initiative, prioritise tasks and meet deadlines	✓		A/I/R
Demonstrate awareness of commercial and/or political confidentiality.	✓		A/I/R
Demonstrate confidence with communicating to stakeholders and the public	✓		A/I/R

Method of assessment:

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