

POST: ASSISTANT HARBOUR MASTER

Please complete this application form: **DO NOT** enclose a C.V.

1. APPLICANT DETAILS

TITLE <i>(e.g. Mr, Mrs, Ms, Dr)</i>		SURNAME	
FIRST NAMES			
ADDRESS <i>(Inc. Postcode)</i>			
HOME TELEPHONE No.	MOBILE TELEPHONE No.	WORK TELEPHONE No.	
EMAIL ADDRESS			

Please delete the option that does not apply

Do you suffer from any disability?	YES	NO
<i>(If the answer is YES, please give further details on a separate sheet of paper, including whether or not you are registered disabled.) This is to enable proper provision to be made for interviewing as there is no lift at the Harbour Office</i>		
Do you have a current driving licence?	YES	NO
Are there any restrictions on your employment?	YES	NO
<i>(If the answer is YES, please give details on a separate sheet of paper)</i>		

How much notice do you need to give to your current employer?	
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2. EMPLOYMENT RECORD (Start with most recent)

2.1 CURRENT/MOST RECENT EMPLOYER/ORGANISATION

NAME			
ADDRESS			
POSITION HELD			
	<i>From</i>		<i>To</i>
SALARY/GRADE			

2.2 EMPLOYER/ORGANISATION				
NAME				
ADDRESS				
POSITION HELD				
	From		To	
SALARY/GRADE				

2.3 EMPLOYER/ORGANISATION				
NAME				
ADDRESS				
POSITION HELD				
	From		To	
SALARY/GRADE				

3. AVAILABILITY

3.1 START AND FINISH DATES	
Staffing levels are adjusted to meet seasonal demand between Easter weekend and the last weekend in October. If appointed, you will normally be expected to work every weekend and bank holidays between the start and finish date on your contract.	
What would be your earliest possible start date?	
What would be your latest possible finish date?	

3.2 ADDITIONAL HOURS		
Seasonal Patrol Officers will be offered the opportunity to work additional hours, patrolling the harbour in the evenings, midweek.		
Are you available to work midweek in the evenings? (normally from 5-9pm)	YES	NO
If the answer is yes, please give details of any regular commitments that may prevent you being available midweek.		

3.3 PRIOR COMMITMENTS
Please give details of any dates (between the start and finish dates you gave above) when you would not be available to work e.g. holidays.

8. REFERENCES

Please provide the names and addresses of two referees, one of whom should be your present employer. It is the Board's policy not to appoint without a reference from the present (or most recent) employer, except in exceptional circumstances.

1. FULL NAME			
ADDRESS			
TELEPHONE No.			
MAY THIS REFEREE BE APPROACHED IN CONFIDENCE BEFORE AN INTERVIEW?	YES	NO	

2. FULL NAME			
ADDRESS			
TELEPHONE No.			
MAY THIS REFEREE BE APPROACHED IN CONFIDENCE BEFORE AN INTERVIEW?	YES	NO	

9. DECLARATION

Please tick Box A or B as appropriate

I certify that to the best of my knowledge and belief I am not related to any member or employees of the Portsmouth City Council, Havant Borough Council or Langstone Harbour Board.	A
I declare that I am related to the member(s) of the Council/Board staff listed below	B
NAME	RELATIONSHIP

I declare that the information given in making this application is, to the best of my knowledge, correct. I understand that canvassing of any councillor or employee of Portsmouth City or Havant Borough Councils or the Langstone Harbour Board or giving false information or material omission will make my application unacceptable and, if appointed, may lead to my dismissal.

PRINT NAME		DATED
SIGNATURE		

Please return the completed application form to:

Langstone Harbour Board
Harbour Office
Ferry Road
Hayling Island
Hants PO11 0DG

POST NO: AHM

SALARY: £30-32,800

(Dependent on skills and experience)

JOB TITLE: ASSISTANT HARBOUR MASTER

ACCOUNTABLE TO: DEPUTY HARBOUR MASTER

JOB PURPOSE

To assist with the management and control of Langstone Harbour in accordance with the Board's statutory responsibilities. To be responsible for the allocation and maintenance of harbour moorings, particularly Board deep water moorings and Aids to Navigation, and to ensure compliance with harbour regulations. To provide these services in accordance with the Board's Health & Safety Policy, operational guidance and codes of conduct and participate in the delivery of marine services.

PRINCIPAL TASKS

1. **Supervision of recreational activities within the harbour** through provision of advice and use of enforcement procedures where appropriate. Provide informal direct contact with users for the purpose of safety, education and the promotion of an understanding of harbour regulations and to advise boat owners of good practice.
2. To act as **Cox'n of all Board patrol vessels and workboats**, demonstrating required standards of seamanship, boat handling and conducting marine operations onboard in a safe and efficient way.
3. In conjunction with the Deputy Harbour Master, to **co-ordinate the allocation of all moorings within the harbour and the planned and emergency maintenance** of the Board's moorings and AtoN to maximise income and meet statutory requirements for conservancy.
4. To **lead on the management of the Board's moorings and AtoN** including record keeping and planned annual maintenance cycles and supervise seasonal and casual staff ensuring that operations are conducted in accordance with the Board's Safety Management System. To ensure that the seasonal patrol staff are aware of their responsibilities under the Health and Safety at Work Act and be responsible for their safety.
5. To **attend the Harbour Office and public slipways in the harbour as required** for the purpose of collection of charges, issuing receipts and provision of advice to users. To supervise the launching and recovery of the Board's patrol RIB and to ensure that the patrol RIB is properly fuelled and maintained.
6. To **conduct patrol activity** to provide all necessary information relating to mooring occupancy, payment of dues and other relevant information necessary for updating the Board's databases and ensuring full collection. To monitor vessel security within the harbour and where necessary inform vessel owners of suspected damage or interference with their vessels or mooring equipment.
7. Collection of evidence, preparation of statements and **enforcement of harbour byelaws** and other regulations as required.
8. In conjunction with the Deputy Harbour Master to **keep records of all incidents** in the harbour, prosecutions for breaches of byelaws, warnings given and assistance rendered afloat.

- 9. In consultation with the Deputy Harbour Master plan and undertake **maintenance of harbour structures, moorings and navigation assets**. To undertake maintenance checks of the Board’s vessels and equipment, including Sea Survival Equipment, and report any defects to the Deputy Harbour Master.
- 10. **Ordering of stores and periodic stocktaking** of the Board’s equipment and materials to ensure continuity of its maintenance operations.
- 11. **Assist with emergency response** within harbour limits as appropriate. Exercise harbour emergency plan and oil spill response plan.
- 12. To undertake any other **general tasks as necessary** for the provision of the Board’s range of services, compatible with the general conduct of this job description, assisting as required in the workshop and on the mooring barge and to deputise for the Assistant Harbour Master (Patrol) as required.

SPECIAL CONSIDERATIONS

- S1. This post involves contact with individual harbour users and the post-holder will be expected to deal with all customers in a helpful, considerate fair and polite manner. The Board expects staff to show a high degree of commitment and to consider themselves as representatives of the Harbour Master in all dealings with the public. The promotion of safety in the harbour is of primary importance when interacting with customers.
- S2. The post-holder will be responsible for the Harbour Office at times and will be required to answer enquiries/complaints, provide information, take cash, issue receipts, check cash floats and reconcile takings in accordance with the Board’s procedures. The post holder will be required to supervise the activities of seasonal patrol staff afloat, in the harbour office and on public slipways.
- S3. Although the hours of duty for the post are basically those of a day worker, 37½ hours per week, it is sometimes necessary to vary these hours to meet the Board’s requirements. Emergencies in the harbour may on occasion necessitate “call-out” outside normal working hours.
- S4. Weekend and evening work will be necessary to support the Deputy Harbour Master between Easter and the end of September.
- S5. This post is identified to cover the Pilotage functions of the Harbour and may require the post holder to train and qualify as a Langstone Pilot dependent on traffic levels and numbers of in-house pilots.
- S6. An ENG1 or ML5 certificate of medical fitness is essential for this role.

SIGNED: (POST HOLDER)

DATE:

JOB DESCRIPTION REVIEWED: 6 May 2021
(Date)
16 July 2024.....(Date)
(Date)

LANGSTONE HARBOUR ASSISTANT HARBOUR MASTER PERSON SPECIFICATION	Essential	Desirable
Qualifications		
STCW Certificate of Competence.		<input checked="" type="checkbox"/>
Small craft/Workboat or Inland Waters qualification (BML, commercially endorsed RYA qualification or similar).	<input checked="" type="checkbox"/>	
Full UK driving licence.	<input checked="" type="checkbox"/>	
Harbour Masters Certificate or Diploma.		<input checked="" type="checkbox"/>
Current Pilotage authorisation.		<input checked="" type="checkbox"/>
First Aid at Work Certificate.		<input checked="" type="checkbox"/>
Current ENG1 or ML5 (Medical Certificate).		<input checked="" type="checkbox"/>
Leisure boating qualification (Min RYA Level 2).	<input checked="" type="checkbox"/>	
Oil Spill Response Certificate (Management Level).		<input checked="" type="checkbox"/>
VHF/DSC Radio Certificate of Competence.	<input checked="" type="checkbox"/>	
Knowledge, Expertise and Experience		
Evidence of ability to provide leadership to enable, motivate and develop staff.		<input checked="" type="checkbox"/>
Knowledge and understanding of port/marine operations, including the requirements of the Port Marine Safety Code and the Guide to Good Practice on Port Marine Operations.		<input checked="" type="checkbox"/>
A working knowledge and understanding of current industry issues.	<input checked="" type="checkbox"/>	
An understanding of the general workings of the marine industry ashore, especially in the leisure sector.		<input checked="" type="checkbox"/>
Knowledge of the Pilotage Act, 1987 and associated best practice for pilotage operations.		<input checked="" type="checkbox"/>
Knowledge of relevant legislation relating to health & safety, harbour operations and the natural environment.	<input checked="" type="checkbox"/>	
Experience of using small/work boats.	<input checked="" type="checkbox"/>	
Skills/Competencies		
Leadership.	<input checked="" type="checkbox"/>	

Strong communications skills – both written and verbal.	<input checked="" type="checkbox"/>	
Excellent interpersonal skills.	<input checked="" type="checkbox"/>	
Team management experience.		<input checked="" type="checkbox"/>
Solid boat handling skills including experience of towage operations and buoy work.	<input checked="" type="checkbox"/>	
Solid boat handling skills including experience of towage operations and buoy work.	<input checked="" type="checkbox"/>	
Ship handling skills sufficiently developed to undertake pilotage.		<input checked="" type="checkbox"/>
Computer literacy.	<input checked="" type="checkbox"/>	
Pragmatism.	<input checked="" type="checkbox"/>	
Values/Personal Attributes		
Willingness to work out of office hours undertaking patrol activity or in response to emergencies on the water.	<input checked="" type="checkbox"/>	
Good general health and fitness – in order to handle the physical aspects of the role.	<input checked="" type="checkbox"/>	
Ability to safely use pilot ladders and partake in physical tasks.	<input checked="" type="checkbox"/>	
Ability to make operational decisions referring to DHM/HM for guidance as required.	<input checked="" type="checkbox"/>	
Respects and promotes the diversity and potential of individuals and ensures consideration of equality in all transactions.	<input checked="" type="checkbox"/>	
Good knowledge of health and safety and related legislation.		<input checked="" type="checkbox"/>
Personal drive and enthusiasm to innovate and embrace change to ensure the best outcomes for Langstone Harbour.	<input checked="" type="checkbox"/>	