

Job description

Job title: Weymouth Assistant Harbour Master

Grade: Dorset Grade 11

Job evaluation reference: NE283

Job family: Natural Environment

Purpose and impact

1. To assist the Harbour Master in the management of Weymouth Harbour in accordance with national and local legislation, whilst meeting the strategic and corporate objectives of Dorset Council. The Assistant Harbour Master will assist in the management of the harbour, leading a small customer-focussed team.

Weymouth Harbour is a busy leisure and commercial harbour which forms the central attraction for the town. It is the largest of the three harbours run by Dorset Council, the other harbours being located to the west at Bridport and Lyme Regis. The many people who visit Weymouth Harbour whether by boat or by land, bring considerable revenue to local businesses and the Council.

Key responsibilities

2. To manage a small team and be accountable for delivering Weymouth Harbour services.
3. To assist the Harbour Master and ensure that the harbour is operated safely in accordance with national and local harbour legislation and guidance to meet the statutory requirements, with particular reference to the Port Marine Safety Code.
4. To assist the Harbour Master and provide specialist advice in respect of the delivery and strategic development and planning of the Harbour.
5. To work collaboratively with other Harbour Masters in Dorset Council and across the region.
6. To enforce national and local harbour legislation.
7. To efficiently and effectively manage and maintain all assets and infrastructure associated with the harbour.
8. To manage and develop staff in accordance with the Council's people management standards and policies.
9. To prepare, consult upon and present business cases, equality impact assessments and committee and other reports in respect of the harbour and harbours policy developments.



10. To support and report in the absence of the Harbour Master to the Harbours Committee, other Committees, the Weymouth Harbour Consultative Group and Working Groups.
11. To manage the development of services for Weymouth Harbour and with other Dorset Council Harbour Master/s.
12. To ensure that the harbour service in Weymouth delivers value for money, meets agreed targets and is designed for the different needs of current, potential and future customers.
13. To plan and implement the delivery of harbour projects in Weymouth as required, and to coordinate events in or adjacent to the harbour.
14. To assist in the forecast and monitoring of financial resources and budgets within Weymouth harbour.
15. To contribute to service planning and take responsibility for the delivery of outcomes through leadership and operational management of the harbour.
16. To ensure that relevant statutory, legal, regulatory, safeguarding and policy requirements are met for the harbour by producing port marine policies, plans, procedures and systems using structured methodology.
17. To promote and manage engagement and consultation with harbour users and the community including Weymouth Town council and interest groups, elected members, partners and other stakeholders.
18. To apply a risk-based Safety Management System to ensure legislation covering health and safety, policies and procedures are met and that staff, volunteers and the public are safe.
19. To prepare plan and deal with accidents, incidents and emergencies in the harbour and investigate these occurrences.
20. To prepare and give evidence as required at public enquiries, arbitrations and courts where appropriate.
21. 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: Front Office Personnel, Berthing Officers, Port Operatives and Seasonal Staff.



Other factors

24. To be responsible for technical equipment associated with the harbour.
25. Primarily based at Weymouth Harbour, occasional travel to attend meetings and events and site visits locally, regionally and nationally, sometimes under adverse weather and hazardous site conditions.
26. Outdoor work on land and on boats sometimes in adverse weather conditions.
27. Flexible and out of hours working to meet the requirements of the post which will require working evenings, weekends and Bank Holidays.
28. Occasionally attend potentially challenging public meetings, inquiries and partnership meetings.
29. 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 commercially endorsed Certification of Competency for advanced power boat	Application form
2. VHF/DSC Radio Certificate of Competence	Application form
3. Current ENG1 (Medical Certificate) or ML5	Application form
4. Full UK driving licence	Application form
5. Strong leadership and management skills NVQ4 or equivalent experience	Application form
6. Oil Spill Response Certificate (Management Level)	Application form
Experience	
7. Broad maritime experience especially in a port environment	Application form
8. Ship and boat handling	Application form
9. Managing and motivating staff and volunteers	Application form
10. Working with partners from a range of sectors	Application form
11. Experience of management of service delivery	Application form
12. Emergency planning and training experience	Application form
13. Port Waste Management experience	Application form
14. Management experience covering, people, plant, planning, marketing, budgets, funding, regulation, inspection, and compliance.	Application form
15. Experience of all operational activities (Dock masters, Port Control and Duty Operations) and able to produce written procedures (including health and safety), which are regularly reviewed, including compliance with all maritime standards.	Application form
16. Experience in managing marine assets through recorded planned maintenance, inspection and recording of plant, equipment, and infrastructure. To raise work requests when required.	Application form



17. Experience with the implementation and review of risk management and safety management systems, including review of any necessary training for employees to both seek continual improvement and to ensure compliance with the Port Marine Safety Code.	Application form
18. Experience in Maintaining Admiralty charts, circulate surveys and monitor dredging records in order to ensure that required depths in Port, Marina, and approaches are appropriate for navigation. Ensure marine safety information is communicated to all.	Application form
19. Experience of managing marina operations, commercial port operations up to Coastal Class vessels and leisure vessels operations.	Application form
20. Experience of contractor management and permit to work schemes.	Application form
Knowledge	
21. Knowledge as per the National Occupational Standards for Assistant Harbour Masters	Application form Interview Assessment
22. 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
23. Good understanding of policy, legislation and developments in the ports and harbours sector	Application form Interview Assessment
Skills and abilities	
24. Control environmental practices at the Port and Marina so as to achieve national standards and encompass best practices and compliance with marine environmental standards.	Interview Assessment
25. Ability to build rapport and sustain collaborative working relationships	Interview Assessment
26. Ability to work on own initiative and be able to analyse and resolve problems where issues are often contentious and complex	Interview Assessment
27. Proven skills in innovation and creativity in relation to delivery of successful outcomes	Interview Assessment
28. Confident manner and excellent interpersonal skills	Interview Assessment
29. Strong communicator – written and verbal communication	Interview Assessment
30. Good prioritisation and time management skills	Interview Assessment
31. Financial and business awareness	Interview Assessment
32. Computer literate and competency in Microsoft applications.	Interview Assessment
Our values	



33. Respect	Interview Assessment
34. Together	Interview Assessment
35. Accountability	Interview Assessment
36. Openness	Interview Assessment
37. Curiosity	Interview Assessment
Other	
38. Good general health and fitness – in order to handle the physical aspects of the role.	Interview Assessment
39. Good sight and hearing (after any necessary correction)	Interview Assessment
40. Flexible approach to working hours including weekends and Bank Holidays	Interview Assessment
41. Ability to attend harbour at short notice in an emergency	Interview Assessment
42. Ability to fulfil travel requirements of the post	Interview Assessment

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:
43. Certificate of Competence as Master or Chief Mate or Command endorsement, or equivalent	Application form
44. First Aid at Work Certificate	Application form
Experience	
45. Bunkering experience	Application form
46. Harbour and waterfront management	Application form
47. Stakeholder management	Application form
48. Procurement, tendering and contracting	Application form
49. Marine industry ashore	Application form
50. Harbour infrastructure maintenance	Application form
51. Project management experience	Application form
52. Marketing	Application form



Knowledge	
53. Local government operations and procedures	Application form Interview Assessment
Skills and abilities	
54. Project management skills	Interview Assessment
Other	
55. The ability to be calm, patient, sympathetic, reliable, flexible and accurate	Application form Interview Assessment

Approval

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

