

## Job description

**Job title:** Weymouth Harbour Berthing Officer

**Grade:** Grade 9

**Job evaluation reference:** NE286

**Job family:** Natural Environment

### Purpose and impact

Under the direction of the Harbour Master, or Assistant Harbour Master the Berthing Officer will assist with the day-to-day Harbour operations and maintenance activities. This includes general supervision and safe operation of Weymouth Harbour (including Weymouth Bay) covering routine checks and procedures, allocation and supervision of berths for visiting craft, collection of dues and daily control of slipway, whilst delivering high standards of customer care.

### Key responsibilities

1. 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 reference to the Port Marine Safety Code.
2. Lifting of the Town Bridge.
3. Managing the arrival and departure of visiting vessels.
4. Assisting with regulation of contractors, including permit to work systems.
5. Collecting appropriate Harbour charges for use of all Harbour facilities.
6. Administration, including maintaining records, recording meter readings, financial paperwork, handling cash, spreadsheets and answering queries.
7. Controlling and managing vehicular traffic movements and parking arrangements on the Harbour area.
8. To enforce national and local harbour legislation.
9. Assist in maintenance of Harbour infrastructure including conducting health and safety inspections and support to pollution control measures.
10. Identification, recording and resolution of defects and incidents.
11. Berthing officers will be allocated specialists areas of responsibility to manage and ensure regulations, maintenance and reporting requirements are adhered to.
12. Dealing directly with Harbour users and members of the public with regard to the use of marine and Harbour services and reporting appropriate matters to the Harbour Master.
13. Duties will include the cleaning of slipways, pontoons, steps and walkways.
14. Operate Harbour launch as required and perform routine daily maintenance.
15. Driving Harbour vehicles and vessel trailers as required.
16. Completing notes or such paperwork as may be necessary.
17. Assisting in all matters relating to maritime events.
18. 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.
19. 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: Assistant Harbour Master

Responsibility for: Supervisory responsibility for allocated staff

## Other factors

20. Outdoor work on land and on boats sometimes in adverse weather conditions.
21. Will be operating in a fast-changing environment and therefore subject to frequently changing problems and circumstances.
22. Due to the nature of Harbour operations, the post holder will be required to work flexibly on a Rota basis including extended days, evenings, weekends and Public Holidays and there will be extended summer working hours and on call.

## 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. Full details can be found on our website.



# Person specification

Applicants will be shortlisted based on demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all the specific areas over the course of the selection process.

## Essential

Essential criteria are the minimum requirement for the above post.

<b>Qualifications / training / registrations</b> Required by law, and/or essential to the performance of the role	<b>Assessed through:</b>
1. RYA Powerboat Level 2	Application form
2. RYA VHF shorrange	Application form
3. GCSE English and Math's at Grade C/4 or above or equivalent	Application form
4. Full driving licence	Application form
<b>Experience</b>	
5. Proven Maritime experience in Harbour and vessel operations	Interview Assessment
6. Demonstrable experience and a good understanding of Maritime safety procedures and general workings of the Marine Industry ashore	Interview Assessment
7. Experience in managing marine assets through recorded planned maintenance, inspection and recording of plant, equipment, and infrastructure	Interview Assessment
8. Regulatory duties – Harbour Byelaws, General Directions and Berthing Conditions	Interview Assessment
<b>Skills, abilities &amp; knowledge</b>	
9. Ability to deal tactfully and diplomatically with people of all ages and backgrounds	Interview Assessment
10. Ability to work on own initiative without close supervision	Interview Assessment
11. Ability to organise and prioritise own work	Interview Assessment
12. Ability with conflict situations with tact and diplomacy	Interview Assessment
13. Understanding of the importance of customer care and equalities	Interview Assessment
14. Understanding of small boats and basic ship requirements	Interview Assessment
15. Understanding of the Port Marine Safety Code	Interview Assessment
16. Knowledge of Maritime legislation	Interview Assessment
17. Ability to carry out the physical requirements of the role (i.e. Manual handling)	Application form
18. Flexible approach to working hours with an ability to work on a Rota basis, including weekend shifts, bank holidays and other unsociable hours (including in emergency situations) and there will be extended summer working hours and on call	Application form
<b>Our values</b>	



19. Respect	Interview Assessment
20. Together	Interview Assessment
21. Accountability	Interview Assessment
22. Openness	Interview Assessment
23. Curiosity	Interview Assessment

Approval			
Manager		Date	January 2025

