



## JOB DESCRIPTION

<b>Job title</b>	Assistant Harbour Master/Marine Pilot		
<b>Grade</b>		<b>Salary</b>	TBC
<b>Department</b>		<b>Location</b>	Port of Stornoway
<b>Reporting to</b>	Harbour Master		
<b>Responsible for</b>	Shift Supervisors		

### Purpose and objectives of the role

The principle responsibilities of an Assistant Harbour Master/Marine Pilot are to assist the Harbour Master and Operations Manager in providing a safe, efficient and effective operation of marine and landside activities within the Port and its approaches.

The post will involve a week on, week off rota, however, working hours must be flexible due to the nature of the pilotage work and port operations.

On occasion the Assistant Harbour Master/Marine Pilot may be required to deputise for the Harbourmaster.

### Main duties and responsibilities

The main duties and responsibilities of the Assistant Harbour Master/ Marine Pilot are varied but primarily are as follows:

#### Operations

- conducting general day to day management of vessel movements ensuring safety of navigation and other marine activities within the Port and its approaches.
- ability to undertake pilotage of a wide variety of vessels, providing a safe and effective pilotage service for the harbour
- conducting the general day to day management of stakeholder operations and activities within the Port's operating areas.
- management of effective operational performance in difficult and challenging circumstances and encouraging others to do the same.
- the ability to make sound decisions with calm authority.
- review, revise and implement appropriate port operation's procedures in compliance with the Port Marine Safety Code, HSE, Environmental, Port Authority policy and all relevant legislation.
- training and management of marine activities within the harbour.
- the ability to educate and work with, and for staff and a diverse range of harbour users will be essential.

#### People Management

- In association with other operations personnel, management of operations staff including, but not limited to, allocation of duties, competency training and development, etc.
- conduct effective performance appraisal reviews in line with Port Authority policy, agreeing annual objectives and targets for individuals as required.
- drive a performance culture within port operations, providing coaching and support to others to set and achieve challenging goals for themselves.
- management of employee qualifications, training and development needs to meet technical competence requirements for all marine and operational staff.
- adherence to the Port Authority's HR policies and procedures

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## Health, Safety and Environment

- identification and management of risks to ensure the safety of navigation and people, both marine and landside, in accordance with all relevant legislation.
- Maintenance and enforcement of a safe working environment for all employees, contractors, visitors and customers.
- co-ordination, management of response and investigation of marine/landside incidents and emergency situations.
- prevention of incidents ensuring all marine/landside operations are adequately resourced and risk assessed with appropriate procedures, standards, permits and licences in place
- promotion of Stornoway Port Authority's commitment to health and safety and the protection of the environment.

The above list is not exhaustive. The Port Authority may amend your duties from time to time and, in addition to your normal duties, you may from time to time be required to undertake additional or other duties as necessary to meet the needs of the Port Authority.

## Qualifications

- Minimum Chief Mate II/2 unlimited Certificate of Competency. Master's II/2 Certificate of Competency desirable
- Have worked as a Chief Mate for a minimum of 3 years
- GMDSS certificate, and an ENG1
- Full UK Driving Licence

## Skills, knowledge and experience

- Proven leadership and people management skills with a practical knowledge of employment law. This should include working within teams of multi-skilled individuals, working together to ensure the correct decision is made at the right time.
- Up to date knowledge and management of health and safety at work and environmental legislation.
- Working knowledge and understanding of the Port Marine Safety Code.
- Ship/shore/public operations experience including pilotage and contractor management/interface
- Strong organisational skills and collaborative management style.
- Well-developed written and verbal communication skills with proficiency in report writing.
- Excellent IT skills with an up to date working knowledge of Microsoft Office.

## Risk Controls/Compliance

- Statutory legislation in respect of Employment, Health, Safety and Environment
- Port Marine Safety Code
- Fully able to work both ashore and afloat in demanding and potentially hazardous situations.