

# Job description

Job title:	Weymouth Harbour Master
Grade:	Grade 14
Job evaluation reference:	NE274
Job family:	Natural Environment

## Purpose and impact

1. To manage Weymouth Harbour safely and efficiently in accordance with national and local legislation, whilst meeting the strategic and corporate objectives of Dorset Council. The Harbour Master will be responsible for the overall 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 lead and manage a small team and be accountable for delivering Weymouth Harbour services.
3. To 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 Head of Service/Service Manager and provide specialist advice in respect of the delivery and strategic development and planning of the Harbour, working proactively and providing expert advice on specialist issues to elected members, service users, partners, the community and other stakeholders to identify and deliver service requirements.
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 to the Harbours Committee, other Committees, the Weymouth Harbour Consultative Group and Working Groups.



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11. To lead on the development of services for Weymouth Harbour and with other Dorset Council Harbour Master/s to review of policies as directed by the Head of Service and/or Service Manager
  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 lead, plan and implement the delivery of harbour projects in Weymouth as required, and to coordinate events in or adjacent to the harbour.
  14. To forecast, monitor and manage financial resources and budgets within Weymouth harbour including managing funding streams, income generation or the delivery of cost efficiencies.
  15. To review commissioning, procurement and contracting strategies and processes as relevant to the operational management of the harbour.
  16. To undertake business reviews and the development of business plans for the harbour.
  17. To contribute to service planning and take responsibility for the delivery of outcomes through leadership and operational management of the harbour.
  18. To ensure that relevant statutory, legal, regulatory, safeguarding and policy requirements are met for the harbour.
  19. 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.
  20. 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.
  21. To deal with accidents, incidents and emergencies in the harbour.
  22. To represent the Council as required at local, regional, or national meetings and events or in dealing with media enquiries.
  23. To prepare and give evidence as required at public enquiries, arbitrations and courts where appropriate.
  24. 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**

25. Reporting to: Head of Service for Environment and Well-Being
26. Responsibility for: Required to manage groups of staff undertaking work in the same general area of service



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### Other factors

27. To be responsible for technical equipment associated with the harbour.
28. Primarily office-based post with regular travel to attend meetings and events and site visits locally, regionally and nationally and occasionally internationally, sometimes under adverse weather and hazardous site conditions.
29. Outdoor work on land and on boats sometimes in adverse weather conditions.
30. Flexible and out of hours working to meet the requirements of the post which may require working evenings, weekends and Bank Holidays.
31. Required to attend potentially challenging public meetings, inquiries and partnership meetings.
32. Will be operating in a fast-changing environment and therefore subject to frequently changing problems and circumstances.

### Our behaviours

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under '[Working for Dorset Council](#)'.



# Person specification

Applicants will be shortlisted on the basis of 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 of 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
1. Professional/Degree level qualification or equivalent in relevant specialist area
2. Experienced Mariner with recognised certification to Command, Master or Skipper level
3. VHF/DSC Radio Certificate of Competence
4. Full UK driving licence
<b>Experience</b>
5. Broad maritime experience especially in a port environment
6. Ship and boat handling
7. Managing, motivating, coaching and developing staff and volunteers
8. Working with partners from a range of sectors
9. Experience of planning, the development of options and business cases for changes to service delivery, and the successful implementation of change through leadership and collaboration with stakeholders
<b>Skills, abilities &amp; knowledge</b>
10. Knowledge as per the National Occupational Standards for Harbour Masters
11. Knowledge of ports/marine safe operations including the Port Marine Safety Code and its Guide to Good Practice and health and safety legislation
12. Good understanding of policy, legislation and developments in the ports and harbours sector
13. Knowledge of small commercial vessels and leisure vessels operations
14. Strong leadership and management skills
15. Ability to build rapport and sustain collaborative working relationships
16. Ability to work on own initiative and be able to analyse and resolve problems where issues are often contentious and complex
17. Proven skills in innovation and creativity in relation to delivery of successful outcomes
18. Confident manner and excellent interpersonal skills
19. Strong communicator – written and verbal communication
20. Good prioritisation and time management skills
21. Financial and business awareness
22. Computer literate and competency in Microsoft applications.
<b>Behaviours</b>
23. <a href="#">Responsibility</a>
24. <a href="#">Respect</a>
25. <a href="#">Recognition</a>
26. <a href="#">One Team: Collaboration</a>
<b>Other</b>
27. Good general health and fitness – in order to handle the physical aspects of the role.
28. Good sight and hearing (after any necessary correction)
29. Flexible approach to working hours including weekends and Bank Holidays



30. Ability to attend harbour at short notice in an emergency
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## Desirable

Desirable criteria will be used in the event of a large number of applicants meeting the minimum essential requirements.

<b>Qualifications/ training/registrations</b>
31. Harbour Master's Certificate and/or MCA/STCW Certificate of Competence as Master or Chief Mate or Command endorsement, or equivalent
32. Current pilotage authorisation
33. First Aid at Work Certificate
34. Oil Spill Response Certificate (Management Level)
35. Current ENG1 (Medical Certificate)
<b>Experience</b>
36. Harbour and waterfront management
37. Local government operations and procedures
38. Stakeholder management
39. Procurement, tendering and contracting
40. Marine industry ashore
41. Harbour infrastructure maintenance
42. Project management experience
43. Marketing
<b>Skills, abilities &amp; knowledge</b>
44. Project management skills
<b>Behaviours</b>
45. The ability to be calm, patient, sympathetic, reliable, flexible and accurate
<b>Other</b>

<b>Approval</b>			
Manager	Ken Buchan	Date	8 <sup>th</sup> June 2020

