

JOB SPECIFICATION for DEPUTY HARBOUR MASTER

Job title: Deputy Harbour Master

Responsible to: Harbour Master

Responsible for: Marine Operations Staff

Key Role:

- The Deputy Harbour Master's primary function is to assist the Harbour Master and deputise in all aspects of his/her work on all occasions during his/her absence, in the safe operation, navigation and other marine activities in the harbour and its approaches.
- The post holder will be a competent and suitably experienced / qualified person.
- In particular, the Deputy Harbour Master will aid the Harbour Master in all mandatory, regulatory and safety responsibilities, managing and maintaining all statutory documentation and certification in line with the Port Marine Safety Code and other relevant legislation. This includes developing and implementing emergency plans and procedures, and counter-pollution and port waste disposal plans.
- The Deputy Harbour Master will, in the absence of both CEO and Harbour Master, represent Eyemouth Harbour Trust on relevant committees and working groups, in matters pertaining to Marine Safety Management and the best Interest of Eyemouth Harbour and its stakeholders.

Specific Duties and Responsibilities

Enforcement/Legal

- To maintain compliance with all port and harbour legislation requirements relating to port management, marine safety, health and safety, security, waste management and counter-pollution.
- To facilitate port operations within the governance framework of Ports Good Governance Guidance, its Harbour Revision Orders, Harbour bylaws and any other relevant governance.

Navigation

- To monitor the navigation and movement of all vessels in, out and around Eyemouth Harbour, including navigation rights and safety requirements, stepping in to deputise in the absence of the Harbour Master.
- To assist in maintenance of safe navigation channels, lights, buoys, marks, and beacons.
- Carry out and report on regular hydrographical surveys (soundings) as required.
- Assist with preparation and submission of marine licensing applications in relation to dredging/disposal.

Facilities

- To assist provision of berthing, moorings, and anchorages within Eyemouth Harbour's limits.
- To assist effective management of usage of the port's piers, quays, berths, pontoons, and slipways.
- To maintain daily log of services and facilities used in harbour for purposes of charging appropriate rates and charges to all harbour users.
- To collect payments for services from non-regular visiting vessels, e.g. yachts.
- Oversee fuelling facilities and ensure they are kept in good working order.
- To maintain harbour property, piers, quays, and premises in a safe and orderly condition, through supporting the weekly preventative maintenance program.
- Ensure all storage of vessels, gear, and equipment on harbour property in a safe and orderly manner.
- Ensure public safety as far as is reasonably practicable.

Works

- To assist in the supervision of contracted works relating to the maintenance of harbour berths, navigation aids, maritime structures, and the harbour premises to ensure safe and efficient operation of the harbour. This includes contractors working on vessels, not directly employed by EHT.

Stakeholders

- To engage and liaise with the port's stakeholders in a positive and constructive manner.

Management

To deputise in the management of harbour operations in the absence of the Harbour Master or to assist the Harbour Master in the management of the following:

- To act in port maritime emergency situation.
- Ensure that operational personnel are aware of their responsibilities through appropriate training and guidance.
- To assist the CEO with the management of the harbour maintenance and operations budgets.
- To submit written reports and depth soundings to and attend monthly Board meetings.
- To advise and recommend annual estimates and capital projects relating to the port.
- To develop, maintain and monitor statutory requirements including health and safety and port security, through appropriate assessment and establishment of systems and procedures in all areas of work.
- To identify priorities and allocate resources to ensure effective and efficient operation of the port's services.
- To advise the CEO and the Board on maritime matters.
- To liaise with the CEO on all aspects of harbour business.

Corporate Responsibility

- Responsibility for the application of health and safety across the organisation as a whole.
- Establish and maintain positive working relationships both internally and externally.
- Comply with the port's policies and procedures and to report to the Harbour Master any that are not adequately covered, in your opinion.
- Participate actively in supporting the port's principles and practices of equality of opportunity in line with the port's Equal Opportunities Policy.

Special Working Conditions

This post involves attendance at work often outside normal working hours, during evenings, weekends, and public holidays.

Employment Checks/Specific Requirements

Medical certificate (ENG1 or equivalent) is required as is the ability to work both inshore and afloat in demanding and potentially hazardous situations. Any job offer will be subject to obtaining medical certificate if candidate does not already have one.