

## Person Specification for DEPUTY HARBOUR MASTER

The person specification sets out the skills, knowledge and experience that are considered to be necessary to carry out the duties of the post effectively. It will be used in the short-listing and interview process for the post. You should demonstrate on your application form how you meet these criteria.

CRITERIA	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS AND TRAINING</b>	Good general educational standard to GCSE /Standard Grade Level	Master Mariner's ticket NVQ (Level 2 or 3) Port Operations Fork-lift Operator Licence VHF Short Range Certificate Full clean driving licence First Aid Certificate
<b>EXPERIENCE</b>	Working experience in a marine or port environment  Familiarity with and experience of working with safety management systems	Experience in a management or supervisory role Maintaining records and logs Carrying out Risk Assessments Contributing to a safe working environment Experience and ability to manage conflict (e.g. balancing priorities in line with a range of stakeholder requirements).
<b>KNOWLEDGE</b>	Navigation or similar operational matters in the marine sector	Understanding of oil pollution contingency planning, ISPS code, waste management procedures Understanding of the Port Marine Safety Code Working knowledge of local waters around Eyemouth and St Abbs Familiarity with AIS systems, electronic charting, and tidal data.

<b>SKILLS/ABILITIES</b>	<p>To deputise under both statutory and delegated powers on behalf of the Harbour Master as the decision maker in relation to harbour operation short term problems and issues.</p> <p>Excellent communication skills, both verbal and written.</p> <p>The ability to deal with a wide range of customers and stakeholders in a constructive manner.</p> <p>Computer literate in use of Microsoft Office (word, excel)</p>	<p>Ability to understand and interpret merchant shipping and port legislation.</p> <p>Competent in risk assessment</p> <p>Good IT skills</p> <p>Ability to control and manage a range of maritime equipment, structures, and infrastructure in the absence of the Harbour Master.</p>
<b>PERSONAL QUALITIES</b>	<p>A team player Proactive Ability to cope and react well under pressure.</p>	<p>Confident communicator Flexible</p>
<b>OTHER REQUIREMENTS</b>	<p>Ability to present a positive image of port operations and work constructively with all harbour users/stakeholders.</p> <p>Flexibility to work out of normal working hours when service demands require.</p> <p>Job offer to successful candidate will be subject to satisfactory Baseline Personnel Security Standard (BPSS) clearance, including:</p> <ul style="list-style-type: none"> <li>● Right to work</li> <li>● Employment history – last 3 years</li> <li>● Criminal records check – Disclosure of any unspent convictions.</li> <li>● Time abroad – disclosure of any trips abroad longer than 6 months duration.</li> </ul>	<p>Medical certificate (<i>ENG1 or equivalent</i>) required as the role involves physical aspects, including manual handling and working at height (<i>If successful candidate does not have a Medical Certificate, EHT will arrange medical for candidate and any job offer will be subject to obtaining a medical certificate</i>).</p>