



JD/DHM/29/04/2025

## **1. Key purpose of job**

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- Assist the Harbour Master (HM) to deliver the safe, efficient, and smooth operation of Teignmouth Harbour through the effective leadership, management and co-ordination of the team including Harbour Assistants, third party contractors and or other assigned personnel. Ensuring that the facilities of the Harbour and Harbour areas are correctly maintained and safely available to harbour users.
- Assist the HM in fulfilling both national and local statutory and regulatory requirements including adherence with the Safety Management System in accordance with the Port Marine Safety Code.
- Ensure regularity of operations through co-ordination and engagement with local businesses, harbour users and members of the public.

## **2. Anticipated outcomes of post**

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- To assist with the managing of the operational delivery of an efficient, effective and professional harbour within allocated budget and local performance targets to deliver high quality outcomes for all users of the harbour.

## **3. List key duties and accountabilities of the post**

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- Assisting the HM in maintaining efficient harbour control in accordance with the relevant Act & Byelaws pertaining to the operation of the appropriate harbour, mainly: -
  - Teignmouth Enabling Legislation and subsequent SIs.
  - Harbour Docks and Piers Clauses Act 1847 and Harbour Act Section 40.
- Assist the HM in maintaining sound Health and Safety practices around the appropriate harbour and waters.
- Assisting the HM in ensuring the operation and maintenance of all lights within the harbour, and approaches, with special reference to all navigational lights and aids; complying with the needs of Trinity House.
- Assisting the HM in controlling the navigation and safe berthing of all vessels utilising the waters and facilities of the appropriate harbour. Attending the harbour outside of set working hours as and when required to deal with any matter requiring special attention, e.g. oil pollution, hazardous substances, vessels adrift, bad weather etc.
- Assisting the HM in allocating work and monitoring the day to day working routine of harbour staff, to ensure that their duties are carried out as required.
- Assisting the HM in the facilitation of Maritime Events within the estuary. Liaising with event organisers and supervising the activities.
- Assist the HM to maintain compliance with the Port Marine Safety Code and:



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- maintaining daily Harbour Logs and all other records pertaining to harbour administration and ensuring they are submitted appropriately.
- collecting dues and charges for use of harbour facilities.
- allocating moorings in conjunction with the administrative staff and issuing facility forms; writing emails/letters to customers in accordance with Teignmouth policies.
- using a range of computer software systems for harbour related requirements.
- Undertaking other duties, specific administration and/or related tasks, which may from time to time be assigned.

#### **4. Budgetary/Financial Responsibilities of the post**

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- Assist in ensuring that maintenance budgets and other discretionary spend is not exceeded as directed by the HM.

#### **5. Supervision/Line Management Responsibilities of the post**

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- Direct line management of appointed Harbour Assistants in the absence of the HM.
- Temporary supervision of other harbour staff as required from time to time.

#### **6. Working environment and conditions of the post**

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- The working hours of the post will necessarily reflect the seasonal nature of the job and therefore, both evening and weekend working may be a feature for which full recompense has already been incorporated into the salary payable for the post. Occasional weekend and bank holiday working may be expected throughout the year.
- It will be necessary to work on a boat and to proceed to sea. In addition, the post holder will be required to attend the harbour in severe weather conditions and to respond directly to any incident of coastal oil pollution.

#### **7. Physical demands of the post**

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- Required to manually move vessels via towing, mooring chains and moored vessels.

#### **8. Specific resources used by the post**

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- The post holder is required to use the following resources:
  - Harbour workboat.
  - Fast patrol boat.
  - Harbour truck.



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## **9. Key contacts and relationships**

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- **External:**
  - Harbour users, external agencies, e.g., Coastguard, Emergency Services, contractors, customers, tenants, general public, local businesses.
- **Internal:**
  - HM and all staff.

## **10. Other duties**

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- To undertake additional duties as required, commensurate with the level of the job.
- A flexible approach to hours of work will be required in keeping with the traditional role of a Deputy Harbour Master.
- When asked to act as the "on-call" duty HM you are expected to be generally within the local area in case of an emergency.

## **Skills and effectiveness**

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- Ability to work on own initiative without close supervision and win the confidence of staff, harbour users and partner organisations.
- Ability to monitor and evaluate performance and safe practices to ensure agreed standards are maintained and intervene constructively where necessary.
- Effective management skills.
- Effective communication skills.
- Competent computer skills, e.g., Word processing, use of spreadsheets and other Windows-based software.
- Proven ability to lead and make decisions.
- Able to think creatively and develop innovative solutions.
- Manage conflicting priorities.
- High degree of customer awareness.
- Achievement and performance driven.
- Ability to use judgement, tact and sensitivity with harbour users and the general public.
- Ability to assist with the management of budgets and the control of costs.
- Effective presentation and report writing skills.
- As this post meets the requirements of the Immigration Act 2016 (part 7), the ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for the post.

## **Knowledge**

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### **Essential knowledge**



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- Effective knowledge and understanding of the work of ports/harbours and of small boats and basic ship and the practice of good seamanship.
- Effective knowledge and understanding of data protection, confidentiality and ethics.
- Demonstrable and detailed knowledge of harbour legislation.
- A clear understanding of the requirements of the Port Marine Safety Code and the context in which it is applied.
- Effective knowledge of all relevant health & safety legislation, and environmental legislation.

### **Desirable knowledge**

- An understanding of the general workings of the marine industry ashore.
- A general understanding of shipping/harbour law.
- An ability to acquire quickly a working knowledge of relevant Acts & Byelaws.

### **Experience and achievements**

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#### **Essential experience and achievements**

- Extensive involvement in maritime operational activities and substantial experience as a manager within a harbour or marine business.
- Experience of leading and managing teams and working with partner organisations.
- Experience of assisting with the management of budgets.
- Competence and confidence in working with regulators and partners.

#### **Desirable experience and achievements**

- Previous harbour management experience
- Sea-going experience.
- Knowledge & experience of harbour operations.
- Experience in responding to maritime emergencies.

### **Qualifications/professional memberships**

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#### **Essential qualifications/professional memberships**

- Educated to GCSE O Level standard or equivalent.
- RYA Powerboat Level 2.
- VHF/DSC Radio Certificate of Competence.



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- First Aid at Work Certificate.

### **Desirable qualifications/professional memberships**

- Forklift Truck Driver Certificate.
- Oil Spill Response Certificate (Management Level).
- UKHMA Harbour Master's Certificate or equivalent.
- Qualified as a Port Facility Security Officer.

### **Other requirements**

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#### **Other requirements of the job role**

- Demonstrates a commitment to safeguard and promote the welfare of children and young people.
- Full UK Drivers Licence
- Ability to accommodate unsociable hours.

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### **Salary**

£30 – 35k pa (negotiable based upon experience)