



Role Profile

Harbour Master

Reference No:	A5134		
Service:	Structural Services, Roads and Transportation		
Job Family:	Marine Services	Grade:	FC5

Purpose

Harbour control, customer service, harbour inspection and reporting defects of harbour facilities, maintaining cleanliness around the harbour, collection of harbour dues and record keeping

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Supervising and direct berthing of vessels.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E **D**

A working knowledge of harbours and boats	✓	
Experienced in good communication techniques	✓	
Experience in dealing with the public		✓
Experience of working within a team	✓	
Initiative-taking skills	✓	
Ability to travel to other locations within a short timescale	✓	

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Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Supervising and control the use of electricity and water supply.	Experience of the fishing industry Ability to provide a regular and effective service	✓	✓
Inspecting all navigation and leading lights, and test as required. Report on any replacements or repairs necessary to maintain correct operations.	A Marine Radio Operator's Certificate of Competence Flexible approach	✓	✓
Inspecting piers, lifesaving equipment and ladders and report any defects. Prevent use/access if dangerous	Literacy skills Numerical Skills	✓ ✓	
Ensuring harbour users remove surplus and useless nets, ropes, chains and other fishing gear to maintain tidy piers with clear safe access. Report any difficulties with users not co-operating	Record keeping skills (basic) Customer care experience	✓	✓
Ensuring high standards of Health and Safety are maintained on the harbour premises.	Able to handle difficult customers effectively and courteously Knowledge and familiarity of navigational aids and Health and Safety features relating to harbours	✓	✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			
Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Job Title (Specialists Tasks) N/A			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>

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