



JOB PROFILE

Post Title:	Harbour Master & Port Manager
Portfolio:	Safety Security and Home Affairs
Responsible to:	Head of Maritime
Responsible for:	Deputy Harbour Master & Port Manager
Grade:	Band F

Job Purpose

To improve the lives of all within our community and help the island thrive by ensuring that St Helena's Port is managed in accordance with the Ports Ordinance 2016, in a safe and efficient manner. The Harbour Master & Port Manager is the responsible port authority for co-ordinating the day-to-day running, management and development of the port of Jamestown, any other designated harbour and landing place, and shall perform any other duties as may be required for the good management of the post.

The Harbour Master (HM) & Port Manager (PM) is responsible for Health, Safety and Security of the port of Jamestown, and ensures that all Plans, Policies and Procedures are implemented accordingly.

Background:

The Port of Jamestown encompasses the Jamestown wharf, James Bay, Rupert's Bay and the new Cargo Management Facility in Rupert's. With the transition of cargo operations and service delivery to the new facility in Rupert's, it is necessary to review Harbour Master responsibilities and management of the Port to ensure appropriate requirements are being met.

St Helena is signatory to several international maritime conventions and SHG recognises the need to meet obligations. These cross a number of service areas with the Port being a primary area.

The HM & PM will work within the scope of the Maritime Authority and implement and manage compliance, within the port and within applicable areas of responsibility outside of the port, with regard to international and national maritime obligations.

Main Duties and Responsibilities

The Harbour Master and Port Manager is required to provide a leadership role within SHG to ensure the delivery and performance of all Port functions and assets in compliance with national and international standards.

1. To control, manage and maintain good order of the Port of Jamestown in accordance with the Ports Ordinance 2016 and all applicable Regulations and policy, procedures and plans. This includes:
 - Managing the Safety and Security of the Port.



JOB PROFILE

- Enforcing all laws, in relation to Safety and Security in the Port of Jamestown and where applicable St Helena waters
 - Complete oversight of the cargo management facility and all personnel working there.
 - Addressing all issues and non-conformities which fall within the responsibilities of the HM&PM in the Port of Jamestown.
 - Responding appropriately and carrying out response duties in emergencies, major incidents, adverse situations and circumstances. This will extend to outside of the port boundary if deemed necessary and appropriate.
2. To control and manage all operations, activities and equipment in the Port. This includes:
- Responsibility for all SHG assets, equipment, and infrastructure - value in excess of £10m.
 - Responsibility for ensuring all work systems and procedures related to port functions are carried out accordingly.
 - Establishing a programme for the upkeep and functioning of assets, equipment, work systems and infrastructure, to include thorough inspections.
 - Ensure that all areas of the port are maintained, kept clean, tidy and without risk to health and safety.
 - Assessing and monitoring sea and weather conditions to ensure operations and activities are conducted and managed safely.
 - Responsibility for the management of all equipment and systems related to safety of navigation, ensuring implementation and correct functioning.
 - Document and record information and details as necessary and appropriate, and in order to produce data sets, such as those to inform statistics.
 - Managing any contracts between SHG and stakeholders relating to port operations and activities
3. To control and manage the movement of all vessels in the Port and all associated operations, activities and equipment. This includes:
- Responsibility for the safe use of all SHG Port assets, equipment, systems and infrastructure
 - Keeping inventory and records of use.
 - Responsibility for ensuring all work systems and procedures related to vessel movements including the mooring, anchoring and berthing of all vessels.
 - Communicating with vessels in order to carry out port authority duties.
 - Boarding vessels to in order to carry out port authority duties.
 - Directing vessels in way of enforcing all laws and rules for safety of life at sea and any other reason.
 - To direct vessels and vessel owners / operators both at sea and shoreside as necessary and appropriate.
 - Keeping a record of all vessels and vessel movements and other associated information.



JOB PROFILE

- Managing the removal of wrecks, other obstructions and projections and abandoned equipment of vessels.
4. To oversee all aspects of cargo operations and all associated operations, activities and equipment. This includes:
 - Managing any port contracts between SHG and stakeholders relating to cargo operations and ensuring compliance.
 - Managing (in conjunction with customs when necessary) usage and access to the Port for cargo and passenger operations.
 - Monitoring and maintaining the use of government / port assets, ensuring safe use and safe working practices are adhered.
 - Monitoring, informing and instructing on the use of personal protective equipment, instructing on the handling of hazardous goods, and instructing on safe work systems.
 - Documenting and recording procedures and plans for all operations and activities as necessary.
 5. To monitor, maintain and enforce health and safety and the placement and use of safety equipment, such as life-saving equipment. This includes:
 - Developing policy and procedures for Health and Safety for the port.
 - Ensuring safe practices throughout the port.
 - Ensuring the availability of safety equipment as necessary.
 - Establishing inspection programmes.
 6. Responsible for Investigations and recording any incident and accident that affects persons, equipment, environment, and vessels, and implement corrective actions to avoid any further incidents and accidents. This includes:
 - All areas, operations and activities within the port and outside of the port boundary if deemed necessary.
 - Establishing an effective system and processes that adequately manages incidents and accidents.
 - Ensuring adequate documentation that covers any incident and accident, and that can be shared with authorised personnel for relevant purposes.
 7. To ensure the port meets all ISPS requirements and any other security practices as necessary. This includes:
 - Investigating and recording any breach or suspected breach of security.
 - Addressing corrective actions, non-conformities and recommendations as a result of investigations, and support criminal investigations as necessary and required.
 - Ensuring that the duties of the Port Facility Security Officer (PFSO) are carried out in accordance with the Port Facility Security Plan and ISPS Code
 8. Communicating with all government personnel, stakeholders and persons who carry out operations and activities within the port. This includes:



JOB PROFILE

- To inform and instruct on any operation and / or activity, policy, procedure and plan that must be followed at any point in time.
 - Cargo operation matters.
 - Matters concerning vessel owners and operators.
 - Visiting vessel matters.
 - Special events and / or unusual circumstances.
9. To follow up all reports, enquires, comments and complaints such as those relating to persons, equipment, environment and vessels, and take the appropriate action.
10. To be responsible for finances and budget requirements, collection of monies, maintenance costs and costs associated with port operations and activities. This includes:
- Recurrent budget preparation and monitoring.
 - Recovering costs as and when necessary and if deemed possible.
 - Ensuring there is financial provision for any contracts and projects that are deemed necessary.
 - Maintaining financial oversight generally, of projects and project style work.
11. Implementing, managing and monitoring all aspects of pollution preparedness and response. This includes:
- Maintaining and monitoring pollution response equipment, systems and plans.
 - Establishing maintenance and inspection programmes.
 - Ensuring defects are corrected and are fit for purpose.
 - Ensuring that the Port Management team are trained and a training programme is established.
 - Responding to pollution incidents.
12. To take the lead on developing, implementing and maintaining compliance requirements for national and international maritime obligations. This includes:
- Policy and procedure development.
 - Contributing to the wider maritime obligations remit which may include responsibilities, duties and taskings outside of the port boundary.
 - Chair or be a member of committees and working groups as required.
 - Ensuring competency of the Port Management team and adequate training for all relevant and applicable areas of work.
13. Monitoring and managing the operation of the public ferry service and oversight of the contract requirements. This includes:
Ensuring the vessel is fit for purpose.
- Ensuring that the vessel is maintained and in good order.
 - Ensuring safe operations and competent operators.
 - Regular communication with the operator.
 - Adequate record keeping of all necessary aspects such as vessels used, vessel parts, spare parts, damages and incidents.
 - Investigating incidents and accidents and produce reports



JOB PROFILE

14. Undertake all people management activities, such as absence management, managing conduct, conflict resolution, conducting appraisals etc. and completing Manager Self Service (HR21) processes as required.
15. Provide leadership, management and development to support team members to perform their roles competently and achieve team objectives or targets.
16. Keeping inventory and records of all assets and equipment usage
17. Undertake any other duties as may be required for the good management of the port.
18. Undertake training as may be required, in order to carry out duties and responsibilities.

Special Conditions

- Working in adverse conditions.
- Out of hours work including late evenings and early mornings.
- Being on a call-out rota for out of hours operations.
- Dealing with awkward/irate users in confrontational situations.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.



JOB PROFILE

Core Competency Framework

Competency	Level
<p>Professional Development: Requirements for Continuous Professional Development met and when necessary submitted to Professional Institute in order to continue recognition of professional status.</p>	iii
<p>Planning & Delivery of Work: Structures business or service unit to deliver key objectives and obtain and allocate resources. Defines a balanced set of targets and measures aligned with delivery plans.</p>	v
<p>Analysis and use of Information: Interprets complex written information. Able to assess the validity, relevance and limitations of different sources of evidence. Generates a range of options and appraises them based on evidence available.</p>	iv
<p>Decision Making: Thinks through the implications of decisions. Breaks down highly complex information into workable components for others. Draws together disparate information to resolve problems. Facilitates others to generate and solve problems. Empowers others to take creative decisions to meet organisational needs. Considers internal and external influences in complex decision making and problem solving. Solves problems that have significant long-term implications for the organisation.</p>	iv
<p>Working with Others: Manages relationships with key stakeholders by utilising a high level of understanding of own and other's behaviours. Develops relationships with key stakeholders. Influences key stakeholders on issues relevant to the organisation. Creates an environment which will enable delivery of shared policy outcomes.</p>	iv
<p>Communication: Promotes communication across the organisation. Negotiates to reconcile individual competing priorities. Communicates the organisation's priorities. Summarises complex information in an effective manner.</p>	v
<p>Influencing and Persuading: Ensures strategies to support a diverse workforce are implemented. Recognises and anticipates the needs of senior managers and government officials Presents unpopular messages confidently. Varies style of communication to have maximum impact on audience. Influences to maintain a balance between individual motives and directorate/departmental requirements. Integrates logic and emotion to construct and convey complex arguments in a face to face situation.</p>	iv
<p>Dealing with Change: Takes wide view of strategic needs.</p>	v



JOB PROFILE

Directs and drives organisational change. Evaluates the impact of change on the organisation. Initiates attitudinal change across the organisation. Provides appropriate support mechanisms during a period of change.	
Continuous Improvement: Keeps up to date with developments that affect SHG and anticipates what may affect it in the future. Creates an environment which allows people to improve the way they work. Creates an environment where employees and colleagues work to improve the way things are done.	iv



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
GCSE Maths at Grade C or above or equivalent	E	√	
GCSE English at Grade C or above or equivalent	E	√	
Harbour Masters Certificate or equivalent, or evidence of working in a Harbour Master capacity, or willingness to work towards this	E	√	√
Maritime related qualification at level 3 or above or equivalent level of demonstrable attainment or experience, or willingness to work towards this	E	√	√
Health & Safety Certificate or equivalent, or evidence of working in and managing safety systems, or willingness to work towards this	E	√	√
Security Certificate or equivalent, or evidence of working in and managing security systems, or willingness to work towards this	E	√	√
International Ship & Port Security Certificate (ISPS) – Port Facility Security Officer (PFSO) trained, or willingness to undertake relevant training	E	√	√
First Aid Certificate and First Responders trained, or willingness to undertake relevant training	E	√	
Valid Driving license Classes A and C	E		
Knowledge & Experience:			
Knowledge of Port Environments with demonstrable experience	E	√	√
Knowledge of Cargo Operations with demonstrable experience	E	√	√
Knowledge of Security duties with demonstrable experience	E	√	√
Enthusiasm for and knowledge and understanding of the Maritime Environment	E	√	√
Knowledge and understanding of the Ports Ordinance and wider maritime law	D		√
Knowledge and understanding of the International Ship Port Security Code	D	√	√
Knowledge and understanding of Safety Compliance in way of Safety at Sea	D	√	√
Demonstrable experience in an enforcement role	D	√	√
Knowledge Port Safety Management systems, or	E	√	√



PERSON SPECIFICATION

equivalent, with demonstrable experience			
Demonstrable experience in a management role, in a port environment or similar	E	√	√
Experience in developing of policy and procedure	E	√	√
Skills and Abilities:			
Excellent verbal, written and presentation skills, including the ability to explain complex ideas and engage people	E	√	√
The ability to define and use analytics to support decision making	E		√
Able to make evidence based decisions	E		√
Confident in using ICT systems relevant to role, including Management Information Systems and MS Office	E		√
Able to plan, manage and review tasks for team members	E		√
Strong interpersonal skills including motivational, negotiating, influencing and relationship building	E		√
Excellent time management and planning and organisation skills	E		√
The ability to be creative and identify improvements and anticipate and respond to change	E		√
Proficient at assessing problems and determining the most appropriate action	E		√
Is approachable and confident in developing team members to acquire skills and experience	E		√
Ability to board vessels with confidence and assertiveness	E		√
Fluent in communicating via Maritime VHF and UHF	D	√	√
Ability to understand maritime navigation, use of paper and electronic charts and navigational aids	E	√	√
Other:			
Highly self-motivated with the will to continuously develop and make improvements in the port	E		√
Effective team player	E		√
Responsive to change	E		√
Willingness to work flexibly, working outside of normal working hours and on some weekend will be required.	E		√
Committed to safeguarding and promoting the welfare	E		√



PERSON SPECIFICATION

of children, young people and vulnerable adults.			
Contribute to a positive working environment ensuring commitment to equality and diversity.	E		√

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.