JOB PROFILE

Post Title:	Harbour Master & Port Manager (designate)
Portfolio:	Safety Security & Home Affairs
Responsible to:	Strategic Harbour Master SS&HA
Responsible for:	Deputy Harbour Master
Grade:	E

Job Purpose

This is a combined role of Harbour Master and Health and Safety Officer. You will be required to work in conjunction with the Strategic Harbour Master (SHM), controlling the harbours/Port in St Helena.

The Harbour Master works to the SHM, and co-ordinates the operational day to day running, control, and development of the Jamestown Wharf and Rupert's Jetty, and any other designated landing place, and shall perform any other duties as may be required for the good management of the port.

You will also be a Health and Safety Officer implementing and ensuring compliance with SHG occupational health and safety (OHS) guidelines. Your primary role will be advising on measures to minimize hazards and maintain a safe working environment in the Port, cultivating a culture of prioritizing health and safety. The first step will be ensuring the Port adheres to H&S best practice and then where practicable begin to roll-out procedures across SHG.

Main Duties and Responsibilities

Responsibilities

The primary functions of the role are:

- To control both the Safety and Security of the Port Facility, and Harbour waters,
- To enforce all laws, in relation to Safety and Security within facility's jurisdiction,
- To maintain general oversight of the Safe, Secure, Efficient running of the Port.
- Inspect Port facility/premises and the work of personnel to identify issues or non-conformity (e.g. not using protective equipment)
- Support the development of Health and Safety policies and programmes for the Port and in the future SHG
- Conduct risk assessment and enforce preventative measures and review existing policies and measures and update according to legislation, including organizing H&S training of employees and executives for the Port

Key Tasks:

- Manage the staff and operational aspects of the Port – answering to the SHM instructions.

- Undertake any other duties as may be required for the good management of the port including frequent planned work at weekends and outside of normal working hours during calls of vessels.
- Providing information and advice relating to maritime and H&S issues to relevant consultants and aid donors.
- Undertaking research regarding maritime and H&S issues as and when required.
- Implementing and managing health and safety policies to cover all wharf operations
- Assisting the Resilience Forum, and providing advice and guidance relating to marine and H&S incidents.
- To control and manage the harbours in St Helena in accordance with the Strategic Harbour Masters instructions, including:-
  - Prepare Port Facility Security Plans for any designated landing place in harbour waters
  - Mooring arrangements
  - Boarding vessels for the purpose of granting pratique
  - Arranging the removal of wrecks, other obstructions and projections
  - Dealing with reports relating to abandoned equipment of vessels
  - Recovering the cost of any damage caused by a vessel or a person connected with such a vessel
  - Obtaining required information regarding the identity of the master of a vessel
  - Issuing directions to vessels in harbour waters
  - Inspect Port premises and the work of personnel to identify issues or non-conformity (e.g. not using protective equipment)
  - Report any unsafe acts or processes that seem dangerous or unhealthy
  - Regularly checking and keeping functioning all navigational lights
  - Maintaining such books of account as may be required and be Accounting Officer for ensuring the accurate calculation and timely collection of all monies due for boat licenses, harbours/cranage dues and other dues
  - Dealing with both local and overseas enquires comments and complaints relating to wharf/harbour matters.
  - Managing and supervising cargo and passenger movements
  - Ensuring that at all times the wharf is adequately maintained and is kept clean and tidy
  - Monitoring the operation of the public ferry service
  - Deliver training to the Assistant Harbour Master, and other stakeholders as required
  - Undertake security checks prior to the arrival of any ship in Harbour waters.
  - Agree and implement security levels with all visiting ships, and maintain contact with these throughout the duration of their visit.

The Harbour Master is responsible to the Strategic Harbour Master and acts as Port Facility Security Officer (PFSO) to ensure that St Helena's Port Facility Plan is adhered to in accordance with international standards and requirements. You will manage the operational aspects of the Port, and as Health and Safety Officer you play a vital role in protecting

employees in that workplace. You will play a crucial role in promoting a safe working environment by advising on safety measures, conducting risk assessments, and enforcing preventative measures. Your primary goal is to establish a safe workplace in the Port according to legal standards and foster a culture of attention to health and safety.

Essential skills for the role are attention to detail, patience and diplomacy, and the ability to understand industrial processes and analyse data. An investigative mind and an interest in the law are also required.

As part of your role you will be expected to review existing maritime/H&S policies and measures, organize training, inspect premises and work activities, investigate incidents, and prepare reports on occurrences. You will be expected to identify hazards, and promote a culture of health and safety in the workplace (port).

Training will be provided to carry out your duties.

Special Conditions

The ideal candidate is a dedicated individual who has management/organisational experience and strictly adheres to H&S best practice. Your focus will be on preventive measures, requiring attentiveness and proactive thinking. Detail orientation is essential, especially during emergencies.

Out-of-hours working in order to support service delivery will be required.

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.

Core Competency Framework

Competency	Level
Professional Development: • Requirements for continuous professional development met and when necessary submitted to professional institute in order to continue recognition of professional status	iii
Planning & Delivery of Work: • Ensure appropriate resources and levels of capability to deliver to plan • Promotes and enforces appropriate organisational rules and procedures • Leads by example in managing business relationships	iv
Analysis and use of Information:	

• Identifies risks, threats, trends from complex or conflicting data • Takes steps to address the root causes of complex problems (national/international) • Develops new policies and procedures • Generates a range of options and appraises them based on evidence available	v
Decision Making: • Think 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.	iv
Working with Others: • Manages relationships with Key stakeholders by utilising a high level of understanding of own behaviours and others • Develops relationships with key stakeholders • Influences key stakeholders on issues relevant to the organisation • Create an environment which will enable delivery of shared policy outcomes	iv
Communication: • Promotes communication across the organisation • Negotiates to reconcile individual competing priorities • Communicates the organisations priorities • Summarise complex information in an effective manner	v
Influencing and Persuading: • Ensures the strategies supporting a diverse workforce are implemented • Recognises and anticipates the needs of senior managers and government officials. • Presents unpopular messages confidently. • Varies the 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	iv
Dealing with Change: • Supports individuals in their team through periods of change • Listens and responds to constructive feedback • Initiates new ways of doing things • Recognises and deals with obstacles to change • Promotes goals or new initiatives to others	iii
Continuous Improvement:	

• Can describe what the future looks like in terms of service improvements and modernisation. • Motivate others to improve and develop their performance. • Constructively challenges existing strategies. • Sets SMART objectives for teams and evaluates them	iii
Managing Resources: • Ensures appropriate resources and levels of capability to deliver to plan • Uses management information to monitor/control resources. • Supports initiatives for new and more efficient use of resources. • Gains respect and credibility from team members through effective delegation, coaching and development.	iv

PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
GCSE English Language or Literature at grade C or higher	E	√	
GCSE Math at grade C or higher	E	√	
Certificate in occupational health and safety or equivalent or be willing to work toward obtaining this certificate	E	√	
National Examination Board in Occupational Safety and Health (NEBOSH) certified or be willing to become certified (General Certificate)	E	√	
International Certificate in Port Management and Port Facility Security Officer (PFSO) certificate, as required by ISPS code or be willing to work toward obtaining this certificate	E	√	
Valid driver's licence in class A	E	√	
Knowledge & Experience:			
Knowledge of potentially hazardous materials or practices	E		√
Experience in writing reports and policies	E	√	√
Familiarity with conducting data analysis and reporting statistics	E		√
Managing difficult situations	E		√
Experience of managing staff and overseeing the day-to-day running of a team including team development to acquire skills and experience	E	√	√
Skills and Abilities:			
Willingness to gain in depth knowledge of legislation (e.g. IMO, II Code, SOLASA, OSHA,EPA) and procedures	E	√	√
Proficient in MS Office; Working knowledge of safety management information systems is a plus	E		√
Outstanding organizational skills	E		√
Works at pace and meets deadlines	E	√	√

PERSON SPECIFICATION

Diligent with great attention to detail	E		√
Excellent verbal, written and presentation skills, including the ability to explain complex ideas and engage people particularly on Health and Safety topics	E		√
Strong interpersonal skills including motivational, negotiating, influencing and relationship building	E		√
Fluency in communicating vis VHF and UHF (this can be learnt on the job)	E		√
Ability to plot charts for navigational purposes (this can be learnt on the job)	E		√
Excellent interpersonal and communication skills, oral and in writing and ability to explain difficult situations to members of the public	E		√
Ability to maintain confidentiality	E		√
Ability to control crowds	E		√
Able to board vessels with confidence and assertiveness	E		√
Other:			
Willingness to work flexibly – some evening and weekend work will be required.	E	√	√
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults	E		√
Contribute to a positive working environment ensuring commitment to equality and diversity	E		√
High levels of physical fitness, with the ability to climb, stoop and crouch to perform duties relating to wharf operations	E		√
Ability to work both independently and as part of a team	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.

Professional or Career Progression Cadre Competency Framework

N/A