



Wick Harbour Authority
Harbour Office
The Harbour
Wick
Caithness
KW1 5HA
Tel. 01955 602030
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Our Ref:

Your Ref:

Date: 2 September 2021

JOB DESCRIPTION for position of Deputy Harbour Master

Responsible to: Harbour Master

General

Wick Harbour Authority, a Trust Port, is set up by an Act of Parliament and is administered by a board who are appointed following an application process. The board members represent a diverse range of stakeholders from the port and community, essential to providing a balanced view to strategic decisions within the harbour.

A variety of vessels are accommodated and serviced within the port, ranging from off-shore and onshore renewables, oil related industries, commercial/cargo, fishing and leisure, all part of the vibrancy of the Port. Wick is the O&M base for the Beatrice Offshore Windfarm Ltd (BOWL) and this has enabled the harbour to move forward and modernise in recent years. With more windfarm leases due to be granted in the near future, it is hoped that further business can be secured in this fast-expanding industry.

The Harbour is a focal point in Wick and contributes significantly to the local economy. Wick Harbour Authority continues their established policy of development within the Port, in order to support the community.

Job Specification

The successful candidate will be expected to support the Harbour Master in directing and co-ordinating the provision of a safe, cost effective and efficient service in the Port, that meets relevant statutory requirements for safe navigation requirements. When due to absence, deputise for the Harbour Master, being sufficiently experienced and confident to carry out the majority of the Harbour Masters duties.

The Deputy Harbour Master will work closely with the Harbour Master and report to him on a daily basis. The role may also involve the piloting of a diverse range of vessels up to and including the port maximum length of 90m l.o.a. as required.

The Deputy Harbour Master will also be responsible for, but not limited to, the following duties:

(Whilst these duties form part of the day to day running of a busy port, applicants should understand that decisions and actions are required on a daily basis to ensure the safe running of the port).

Duties

- Assisting the Harbour Master in the day to day running of the port.
- Deputise for the Harbour Master during holiday periods and other absences, undertaking the statutory roles and responsibilities of the post.
- Contribute to the on-going business development of Wick Harbour.
- Be pro-active in promoting Health & Safety and assist in maintaining records and procedures.
- Assist in the compilation of risk assessments and safe working practices.
- Act as pilot and coordinate all associated pilotage activities.
- Liaise with customers in order to provide continued high levels of service.
- Control movement and berthing of all vessels within the statutory limits of Wick harbour.
- Ensure that all facilities are secure, regularly cleaned and maintained.
- Assist with any marine incident or emergency that may arise.
- Hydrographic checks of all basins in the port as per PMSC.
- Act as Deputy Port Facility Security Officer (DPFSO).
- Act as an Oil Spill co-ordination commander.
- Oversee provision of waste collection services.
- Oversee quay wall fendering as necessary.
- Other duties as required.
- Flexibility is required to work shifts, unsociable hours, weekends, and overtime as and when required.
- On call duties will apply.

Key Competencies

Essential

- Have relevant experience in the marine and ports industry.
- Good communication/presentational/interpersonal skills; writing, time management and administrative skills are essential, with an ability to work under pressure and make decisions within agreed delegation of authority.
- Demonstrate good leadership skills.
- Ability to establish close and effective working relationships with all harbour staff, customers, and stakeholders.
- A practical, hands-on approach and good social and interpersonal skills.
- Good IT skills, including knowledge of how to produce spreadsheets, databases PowerPoint presentations, procedures, etc.
- Commitment and enthusiasm for the position.
- Hold a full, clean UK drivers licence.

Desirable

- Applicants will ideally hold a relevant marine qualification
- Local knowledge of Wick Harbour preferred but not essential
- Recent vessel handling experience would be advantageous

Remuneration

The initial salary to be offered will be in line with qualifications and experience of the successful candidate and will be reviewed on an annual basis subject to appraisal. In addition, Wick Harbour Authority operate a contributory pension scheme. It should be noted that the successful candidate may be required to undertake a company medical.

References

Applicants will be expected to provide two recent references of a professional nature, with written authority being given to Wick Harbour Authority board to communicate with any person or organisation providing such references.

Conditions of Employment and Attendance

Hours of work are presently 37 hours per week Mon-Fri and a rota for weekend & evening on call duties to suit harbour requirements. In future, this **may** alter to a rotational shift pattern on a 7 day a week basis should business levels increase and be required.

Annual holiday entitlement is 35 days, including statutory holidays.

Sick pay will be paid in accordance with the current legislation, together with any payment that may be determined from time-to-time by the Harbour Authority.

Wick Harbour Authority will contribute into either, the successful applicants own private pension scheme, or if preferred, into the Government NEST pension scheme.

The successful applicant will be required to undertake a probationary period of three months. Initial familiarisation and future training will be essential, including gaining a Harbour Masters Certificate and be trained as a Deputy Port Facility Security Officer and Oil Spill Commander. Further training will be provided as and when required.

Submission of Applications

Please apply either in writing or online, enclosing the completed application form, CV and any supporting documents to Wick Harbour Authority at the address below.

Closing date Thursday 30th September 2021.

Private & Confidential
Post of DHM
Wick Harbour Authority
Harbour Office
Wick
KW1 5HA

Email office@wickharbour.co.uk