



Wick Harbour Authority

Job Description & Information for Prospective Board Members

These notes provide information for potential applicants interested in serving as non-executive Board Members on the board of Wick Harbour Authority. These notes include an explanation of the role of the Board Members and the qualities sought in applicants.

The Board

Under the Wick Harbour Revision (Constitution) Order 2005/276, the management structure of the Harbour Authority consists of a Board of seven members, six non-executive members and one executive member (the Harbour Master).

About the appointment

The appointments are part-time, normally involving one - two days per month. Typically this will involve meetings at times set by the Board in advance, which may be during or out with office hours.

While it is anticipated that regular Board meetings should last no more than a couple of hours each, initially a new Board Member will have to familiarise itself with the Harbour operations.

No remuneration will be given to Board Members for the foreseeable future, although the Harbour legislation allows this to change in the future if financial circumstances improve sufficiently to justify an honorarium or payment. Travelling and other expenses will be reimbursed where appropriate.

Candidates selected for interview may be asked for evidence of qualifications, and (where necessary) permissions from employers etc. to act in the capacity as a Board Member of Wick Harbour Authority.

Appointments offer opportunities to individuals wishing to contribute to the community and the efficient administration of Harbour business. Service on the Board may give you valuable insight into the practice of government. It can be useful development experience for "rising stars" wanting a wider expertise of management out with their own business or profession; it can be a way for those established in or approaching the end of their career in the public or private sectors to contribute expertise to the public good; it can also provide an opportunity for contributions from people taking career breaks or who have gained their experience in other areas such as voluntary work.

Qualities Sought in Potential Board Members

You will require to clearly demonstrate (by factual information and concrete examples) in your application (and any subsequent interview) that:

- You have achieved results in demanding situations. These can be in a career, unpaid (voluntary) work or personal circumstances.
- You have demonstrated an ability to contribute effectively in group discussions involving a range of people including specialists and professionals. This includes the intellectual ability to extract the essence of an argument from papers and to analyse problems and assess evidence impartially.
- You can give examples, if asked, of situations where you have been influential as a member of a team working over a sustained period of time towards demanding goals.
- Your application makes clear the level and depth of your management or specialist expertise (if any), and any experience which demonstrates your knowledge and interests relevant to this post.

Candidates will require to demonstrate at interview that they can:

- Discuss strategic subjects in a boardroom/committee environment in a coherent and structured way.
- Apply their own specialist knowledge to the management of the harbour without personal bias towards any particular sector of activity.
- Be prepared to become acquainted with the organisation of the harbour and of its relationships with local and central government, without being too personally identified with the Harbour.
- Have an understanding of the legal and statutory framework within which the Harbour operates, and the duties and obligations this places on Board Members.



- Be committed to get best value for Harbour customers, taking account of social objectives (i.e. the needs of the wider local community).
- Be willing to commit time, if necessary over and above that nominally required, to complete the work at hand.

Each Member appointed to the Board requires to be a person who has special knowledge, experience or ability appropriate to the efficient, effective and economic discharge by the Harbour Authority of its functions, which includes knowledge or experience in one or more of the following:

- (a) management of harbours
- (b) shipping or other forms of transport
- (c) the fishing industry
- (d) industrial, commercial, marketing or financial matters
- (e) water related leisure activities
- (f) navigation
- (g) safety matters affecting harbours
- (h) environmental matters affecting harbours
- (i) the law of Scotland
- (j) administration
- (k) local government and local community interest
- (l) information technology
- (m) personnel management
- (n) civil engineering

In selecting new Board Members, the interview panel will require to ensure a reasonable mix of such abilities across the full Board.

Successful applicants will be required to sign the attached Form of Declaration within 3 months following his or her appointment.



How to Apply

To apply, please provide the following:-

- A completed application form (typed or written in dark ink)
- A CV (typed or in legible handwriting in dark ink) giving your education professional and life qualifications, full career history (paid or unpaid) and relevant achievements. Please also include details of two referees who know you well but are not personally connected to you and can assess your potential to contribute to the Board
- A cover letter or email explaining your suitability for the position
- A completed Declaration of Interests form

Send your application to:

FAO Board Secretary
Wick Harbour Authority Board
Wick Harbour Authority
Harbour Office
Wick
KW1 5HA

office@wickharbour.co.uk

Applications may be hand delivered or sent by post or email. For postal delivery you may wish to use the recorded delivery service so that you can confirm date and time of delivery, and ensure sufficient time for delivery to be made for the application deadline.

Applications must be received by **close of business on Friday 5th September 2025**. Applicants shortlisted for further consideration will be notified of interview details. Please note that interviews are scheduled to take place at a venue within Wick.



NON-CONFIDENTIAL

Article 7

FORM OF DECLARATION BY MEMBERS

WICK HARBOUR AUTHORITY

WICK AND PULTENEY HARBOUR ACTS AND ORDERS 1879 to 2005

DECLARATION

I, do solemnly declare that:

- (1) I will faithfully and impartially, according to the best of my skill and judgment, execute all the powers and authorities vested in me as a Wick Harbour Member by virtue of the Wick and Pulteney Harbour Acts and Orders 1879 to 2005.
- (2) I have read and understood the documents entitled "Note for Guidance of Members on the Disclosure of Financial and Other Interests" and "Duties of Members" and that I will comply with the requirements as to the disclosure of such interests, laid down by paragraph 16 of Schedule 2 to the Wick Harbour Revision (Constitution) Order 2005, and in particular that:-
 - (a) I have disclosed to the Chairman details of every financial or other interest such as is mentioned in those notes;
 - (b) I will in future notify the Chairman of any alteration in those interests, and of any new interest, such as is mentioned in those notes, which I may acquire.

Made and signed in WICK on the

..... day of

(Signature)

Witnessed by the Chairman as a Member of Wick Harbour Authority

(Signature)

Note: - Where the declaration is to be made by the Chairman the Form shall be amended so that for references to "Chairman" these are substituted references to "the Vice Chairman".