

Job Title:	Assistant Harbour Master		
Department:	Emergency Services and Islands Security	Section:	Maritime Authority
Reports to:	Deputy Harbour Master		
Grade:	Falkland Islands Government Grade – D2	Job Code:	321MO
Overall Purpose of the Role			
<p>The day-to-day conduct of efficient harbour control to ensure the safe movement of vessels into, within and out of port, including the allocation and control of anchorages and compliance with maritime regulations. In addition, the promulgation of meteorological and marine safety information; participation in maritime emergency response operations; ensuring compliance with the Port Marine Safety Code; along with general support to the Harbour Master and Deputy Harbour Master in the discharge of their responsibilities.</p>			
Key Role Activities			
<ul style="list-style-type: none"> • Undertake vessel traffic monitoring duties and control vessel movements within the harbours to ensure compliance with all local, national and international regulations. • Receive and log all pre-24 hour notifications and vessel entry and exit reports. • Allocate and control anchorage positions within the harbour. • Promulgate meteorological information, marine safety information and relay distress information via VHF radio and emails. • Undertake harbour/port operations, including patrols of main harbours, to enforce maritime legislation, harbour and pollution law, and to deal with any transgressions or incidents, including pollution clean-up. • Ensure compliance with the Port Facility Security Plan and participate in exercises to ensure effective security is maintained. • Review and update the Ports and Harbours Guide and undertake reviews of port facility security assessments. • Review and update the Authority's website, social media platforms and co-ordinate external communications. • Monitor compliance with harbour regulations and relevant maritime laws. • Undertake health, safety, ship sanitation and environmental inspections on maritime vessels to assess compliance with international and local regulations. • Participate in, manage and control a variety of office duties including ordering of stores and equipment, operating communication equipment, processing incoming correspondence and facilitating meetings. • Be prepared to participate in / coordinate maritime emergency response operations and exercises at any time. • Maintain and develop good professional links with all maritime stakeholders including fishing companies, agents and vessels; Headquarters British Forces South Atlantic Islands Points of Contact and fishery protection vessels to ensure the efficient execution of Assistant Harbour Master duties. 			
<p><i>The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.</i></p>			

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Additional Information	
Core working hours are 0800-1630, with an average of 37 ½ hours/ week but may increase during response operations. The role includes alternate weekend working and on-call duties are conducted on a rotational basis.	

Person Specification:	Assistant Harbour Master		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills & Experience			
5 years' relevant experience	✓		A
Port control operations including local port service and or vessel traffic services	✓		A/I/R
Safe management of vessel operations within harbours	✓		A/I/R
Marine meteorology and knowledge of how to interpret a weather forecast	✓		A/I/R
Marine navigation (including the International Regulations for Preventing Collisions at Sea), chart work, tides and buoyage	✓		A/I/R
Maritime emergency response including working knowledge of International Aeronautical and Maritime Search and Rescue (IAMSAR) procedures	✓		A/I/R
Maritime law including roles and responsibilities of the port authority such as: byelaws, general directions for navigation and local notices to mariners	✓		A/I/R
Knowledge of key international conventions including MARPOL and SOLAS	✓		A/I/R
Vessel and shore based electronic navigation systems such as Global Navigation Satellite Systems	✓		A/I/R
Marine infrastructure such as jetties, quays, marinas, and operations such as cargo, fishing, leisure, passenger and roll-on/roll-off	✓		A/I/R
Relevant health, safety and security legislation such as the PMSC and ISPS Code	✓		A/I/R
Knowledge of IT and harbour monitoring systems including spreadsheets, databases, AIS and GMDSS systems	✓		A/I/R
Hydrographic survey, conservancy (including: buoyage, aids to navigation etc.) and dredging		✓	A/I/R
Principles and practice of marine pilotage		✓	A/I/R
Personal Attributes:			
Align with FIGs Core Values – Diverse, Professional, Resilient & Resourceful	✓		A/I/R
Ability to work within a team	✓		A/I/R

Person Specification:	Assistant Harbour Master		
Criteria	Essential	Desirable	Assessment Method
Personal Attributes continued:			
Take ownership for own performance and training; strive to achieve the best results in all they do; maintain a positive attitude and approach to their work even when priorities and working patterns change	✓		I/R
Take responsibility for own and others' health, safety and security at all times	✓		I/R
Demonstrate integrity, credibility, honesty and personal drive; embody the organisation's values, a belief in the services it offers and an interest in the industry	✓		I/R
Willingness to integrate with other team members within the Emergency Services Department as a whole	✓		I/R
Qualifications & Training			
Officer of the Watch (Deck) STCW REG II/1 (Unlimited) Certificate of Competency OR Vessel Traffic Services Operators certification.	✓		A
A current car driver's licence	✓		A
GMDSS General Operators Certificate or equivalent	✓		A
Oil Spill Response MCA Level 2/4		✓	A
Introduction to PMSC		✓	A
N.B. Applicants without the qualifications listed above may be considered if they satisfy other requirements to a high level, or have had previous experience within harbour control or vessel traffic monitoring roles.			
Note to Applicants: Please ensure that you demonstrate your ability to meet the requirements of the job in your application form by giving clear, concise examples of how you meet each criterion.			

Method of assessment:

A - Application Form I - Selection Interview

R – Reference

O - Other