THE HIGHLAND COUNCIL

JOB SPECIFICATION

SERVICE:	Community Services
POST DESIGNATION:	Assistant Harbour Master
GRADE:	HC06 SP24-27
LOCATION:	Uig Harbour
RESPONSIBLE TO:	Harbour Master
JOB PURPOSE:	To assist the Harbour Master in undertaking the operation and maintenance of the Uig Harbour, its environs, and other harbours and marine facilities around the area. Including the direction of vessels within the Harbour limits and the provision of services.

DUTIES:

- In the absence of the Harbour Master, undertake the statutory roles and responsibilities of the post.
- Undertake harbour husbandry duties to ensure that all infrastructure is in reasonable condition for safe use and access by the public.
- Apply the rules and regulations, including bye-laws, pertaining to the operation of the harbour in an impartial manner.
- Undertake the operation and minor maintenance of the link span
- Undertake the operation and maintenance plant and machinery at the harbour and keep accurate records.
- Assist the berthing of the ferry and other vessels at the harbour
- Assist in the marshalling of ferry vehicular traffic and pedestrian passengers.
- To work with the Harbours HQ in order to meet business needs.
- Work rotations with other Harbour staff.
- Ensure that facilities are secure; regularly cleaned and maintained.
- To adopt and apply safe working practices to activities within the harbour.
- To work along with the Harbour Master and management on port performance and development.
- To liaise with customers in order to provide a high level of service.
- To deal with customer complaints and settle disputes between users in a fair and unbiased manner.
- To work shifts, unsociable hours, weekends and overtime when necessary

OTHER DUTIES: The postholder may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may vary from time-to-time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time-to-time.

DATE: 17th January 2022

PERSON SPECIFICATION

POST OF: Assistant Harbour Master

Service: TEC Services	**Location:** Uig Harbour
Date:	**17th January 2022**
ATTRIBUTES	**ESSENTIAL** The minimum acceptable levels for safe and effective job performance
EXPERIENCE	At least 3 years of relevant experience in a marine environment and in the operation and maintenance plant and machinery.
EDUCATION AND QUALIFICATIONS	Numeracy / literacy in order to keep records and cash handling
SKILLS/ABILITIES	Ability to operate mobile plant and other machinery. Ability to work on own initiative and supervise others. Hold a full current driving license. General ability to undertake operator maintenance of mechanical equipment, such as lubrication, fluid replenishment and cleaning.
INTERPERSONAL AND SOCAL SKILLS	Proven ability to be able to deal effectively and politely with members of the public being able to recognise, diffuse and as appropriate manage difficult situations in relation to the use of the harbour Ability to interpret basic chart symbols. Ability to work well within a team as well as being able to carry out work instructions and work alone Willingness to be trained in any task beneficial to the harbour business. Practical appreciation of awareness of Health & Safety within a working environment Good communication skills to speak to members of the public and other team members. Understanding and appreciation that you are providing a public service and that the public will be interested in the work you do. Proven ability to be flexible in your attitude to working and a willingness to learn Ability to keep to arranged times in relation to work locations and be punctual