

## JOB DESCRIPTION

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| <b>Job Title:</b> Senior Harbour Assistant    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Ref No:</b> | <b>JE Ref:</b> G625                        |
| <b>Department:</b> Economy and Infrastructure |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Band:</b> 7 | <b>Location:</b> Kirkcudbright / Stranraer |
| <b>Responsible To:</b>                        | Regional Harbour Master                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                |                                            |
| <b>Responsible For:</b>                       | Harbour Assistants and Harbour Observers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                |                                            |
| <b>Job Purpose:</b>                           | Provide assistance and support to the Regional Harbour Master in the management and operation of the harbour and or marina ensuring operations are carried out in a safe and efficient method and in compliance with current legislation and guidance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                |                                            |
| <b>Main Responsibilities:</b>                 | <ul style="list-style-type: none"><li>• Assist and provide cover for the Regional Harbour Master</li><li>• Ensure the safe and efficient operation of the harbour/marina in compliance with the appropriate legislation</li><li>• Inspect, carry out and/or supervise maintenance works within the harbours, marinas and navigable channels</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                |                                            |
| <b>Job Activities:</b>                        | <ol style="list-style-type: none"><li>1. Supervision of the Harbours and Marinas to ensure maximum efficiency of operation for all Harbour users, in compliance with current legislation and guidance, specifically the Port Marine Safety Code (PMSC)</li><li>2. Assist the Regional Harbour Master in achieving and subsequently continued compliance with the PMSC</li><li>3. Manage navigation / movement of vessels and maintain navigable channels.</li><li>4. Oversee the inspection and maintenance of the Harbour and Marina buildings, structures, navigation aids, safety equipment, moorings, pontoons etc</li><li>5. Carry out minor maintenance activities within the harbour.</li><li>6. Provide assistance at pollution incidents or other emergencies.</li><li>7. Undertake responsibilities assigned in relation to Health &amp; Safety.</li><li>8. Undertake any associated administrative duties including the maintenance of records in relation to Harbour and Marina operations.</li><li>9. Manage bookings and operate the harbour boat, crane and boat transporter when required.</li></ol> <p><b><i>The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.</i></b></p> |                |                                            |
| <b>Performance Management</b>                 | <ul style="list-style-type: none"><li>• To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working.</li><li>• To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities.</li><li>• To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance.</li><li>• To manage risk, promote risk awareness and prioritise work in light of the risk analysis.</li><li>• To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users.</li><li>• To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.</li></ul>                                                                                                                                                                                        |                |                                            |
| <b>Prepared by:</b>                           | Regional Harbour Master                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                | <b>Date:</b> Sep 2026                      |