

DIRECTORATE:	Communities
DEPARTMENT:	Operations – Community Services / Economy, Natural Resources & Sustainability
POST:	Harbour Master
GRADE OF POST:	GR10
RESPONSIBLE TO:	Group Manager – Economy, Natural Resources & Sustainability

JOB PURPOSE:

To act as the appointed Harbour Master for Porthcawl Marina on behalf of Bridgend County Borough Council.

To act as the Premises Responsible Person for the properties that fall within the remit of the team and manage the associated services.

To manage the facilities, services and staff associated with the Harbour and other coastal services such as lifeguarding, maintaining a safe environment and maximising usage by residents and visitors.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- To oversee the development, maintenance and monitoring of statutory requirements including Health and Safety, through appropriate assessment and the establishment of procedures and systems in all areas of work.
- To ensure the team are aware of their responsibilities and the systems and procedures that are in place through training and information provision.
- To manage the administrative requirements of the Harbour (rota, payroll collation, cash handling/monitoring and website maintenance) and be willing to undertake shift work.
- To manage and oversee the operation of plant equipment, specifically lock gates and the boat crane.
- To ensure that public safety is maintained in the Harbour and coastal areas and provide advice and guidance to facility users in relation to safety.
- To develop, manage and review berthing offers and set suitable fees and charges with associated contract agreements to deliver an income generating service and ensure the compliance of facility users with Harbour Rules and Regulations.
- To work in partnership, consult, liaise and discuss with National and Local Bodies, Agencies and Organisations as may be necessary or desirable to protect, promote and develop the Harbour and Maritime interests.
- To ensure the compliance of facility users with Harbour Rules and Regulations and lead periodic review processes.

- To ensure there is an adequate supply of staff available to support the operation of the Harbour and coastal services, showing creativity to maximise benefits from available resources including contracted partners.
- To ensure use of the Harbour and coastal facilities is a positive experience for users including berth holders, visitors and community groups with good standards of customer service in place.
- To advise the Harbour Board to deliver on annual business objectives set whilst recommending opportunities for further development and contribute to the work of the coastal partnership and to co-ordinate the multi-sector Harbour Operational steering group.
- To be responsible for management and maintenance of the Harbour estate including all on shore and water borne facilities ensuring their availability and readiness to meet customer expectations.
- To lead the delivery of the Lifeguarding Service through a partnership agreement with RNLI.
- To be responsible for matters of Harbour security.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding and Quality Team or Children's Safeguarding Assessment Team.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

Person Specification

Harbour Master

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> • Good standard of education equivalent to QCF (Level 3). • Seamanship qualifications relevant to oceangoing leisure craft including RYA certificate of competence, Day Skipper or Navigation qualifications. • Health and Safety Management. • A First Aid at Work Certificate or a willingness to obtain one. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Production of original Qualification Certificates and application form.</p>
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of working in the marine environment; shore based or seagoing, including operation of plant equipment, such as lock gates and boat cranes. • Knowledge of the leisure boat industry including marina operation. • Personal experience of boat handling and operation. • Experience of office based administrative and management systems. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview, application form, and selection process.</p>
Skills & Personal Qualities	<ul style="list-style-type: none"> • Numerate and literate and capable of producing reports and management information. • Good communication skills. • Financial acumen and budgetary control. • People management skills. • Flexible in approach and willing to undertake shift work. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview, application form, and selection process.</p>

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Skills & Personal Qualities (ctd.)	<ul style="list-style-type: none"> • Good administrative skills. • Good ICT skills, including use of Microsoft Office. • Good conflict management and dispute resolution skills. • Full, clean driving licence. • Good leadership skills. • The ability to communicate through the medium of Welsh. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview, application form, and selection process</p>