

Job title	Marine Pilot/ Assistant Harbour Master		
Grade		Salary	TBC
Department		Location	Port of Stornoway
Reporting to	Harbour Master		
Responsible for			

Purpose and objectives of the role

The principal responsibilities of the Marine Pilot/ Assistant Harbour Master are to assist the Harbour Master and the Operations Manager in providing safe, efficient and effective operation of marine and landside activities within the Port and its approaches. On occasion the Marine Pilot/ Assistant Harbour Master will be required to deputise for the Harbourmaster.

Hours: Full time – 37.5 hours per week. Mon-Fri with flexibility required due to tides, weather and vessel movements. On occasion, night and weekend work is required and there is commensurate flexibility to accommodate this.

Main duties and responsibilities

The duties and responsibilities of the Marine Pilot/ Assistant Harbour Master are varied but primarily are as follows:

Operations:

- The safe and efficient conduct of navigation on vessels requiring pilotage.
- General day to day management of vessel movements, ensuring safety of navigation and other marine activities within the Port and its approaches.
- General day to day management of stakeholder operations and activities within the Port's operating areas.
- Management of effective operational performance in difficult and challenging circumstances and encouraging others to do the same.
- Review, revise and implement appropriate port operation procedures in compliance with the Port Marine Safety Code, ISPS Code, HSE, Environmental, Port Authority policy and relevant legislation.
- Conduct training with harbour staff.
- Make sound decisions with calm authority.

People Management

- In association with other operations personnel, management of operations staff including, but not limited to, allocation of duties, competency training and development, etc.
- conduct effective performance appraisal reviews in line with Port Authority policy, agreeing annual objectives and targets for individuals as required.
- drive a performance culture within port operations, providing coaching and support to others to set and achieve challenging goals for themselves.
- management of employee qualifications, training and development needs to meet technical competence requirements for all marine and operational staff.
- adherence to the Port Authority's HR policies and procedures

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Health, Safety and Environment

- identification and management of risks to ensure the safety of navigation and people, both marine and landside, in accordance with all relevant legislation.
- Maintenance and enforcement of a safe working environment for all employees, contractors, visitors and customers.
- co-ordination, management of response and investigation of marine/landside incidents and emergency situations.
- prevention of incidents ensuring all marine/landside operations are adequately resourced and risk assessed with appropriate procedures, standards, permits and licenses in place.
- promotion of Stornoway Port Authority's commitment to health and safety and the protection of the environment.

The above list is not exhaustive. The Port Authority may amend your duties from time to time and, in addition to your normal duties, you may from time to time be required to undertake additional or other duties as necessary to meet the needs of the Port Authority.

Qualifications

- Minimum Chief Mate II/2 unlimited Certificate of Competency. Master's II/2 Certificate of Competency desirable.
- Have worked as Chief Mate or Master for a minimum of 3 years or marine pilot for 2 years.
- GMDSS certificate, and an ENG1 medical.
- Full UK Driving License

Skills, knowledge and experience

- A flexible approach, accommodating changing customer, staff and stakeholder requirements
- Ability to simplify the complicated
- Proven ship handling skills gained on a variety of vessels.
- A team player with a developed understanding of collaborative working.
- Proven leadership and people management skills with a practical knowledge of employment law. This should include working within teams of multi-skilled individuals, working together to ensure the correct decision is made at the right time.
- Up to date knowledge and management of health and safety at work and environmental legislation.
- Working knowledge and understanding of the Port Marine Safety Code and the ISPS Code.
- Ship/shore/public operations experience including contractor management/interface.
- Strong organizational skills and collaborative management style.
- Well-developed written and verbal communication skills with proficiency in report writing.
- Excellent IT skills with an up to date working knowledge of Microsoft Office.

Risk Controls/Compliance

- Statutory legislation in respect of Employment, Health, Safety and Environment
- Port Marine Safety Code and ISPS code. Pilotage Act 1987.
- Ability and confidence to work both ashore and afloat, including in darkness and inclement weather, in demanding and potentially hazardous situations.