

BRIGHTLINGSEA HARBOUR COMMISSION (BHC)

JOB DESCRIPTION –DEPUTY HARBOUR MASTER

Purpose:	To support the Harbour Master in the operational and day to day running of the harbour, ensuring safety of marine operations is maintained at all times.
Reports to:	<ul style="list-style-type: none"> • Harbour Master (HM)
Staffing responsibility:	<ul style="list-style-type: none"> • Line management of Duty Harbour Masters, maintenance staff, and incremental staff.
Operational responsibilities:	<ol style="list-style-type: none"> 1. To develop and manage the harbour’s Safety Management System (SMS), including: <ol style="list-style-type: none"> a. Developing and maintaining emergency response plans including oil spill plan; b. Planning, directing and recording all safety related maintenance; c. Managing training plans and records; d. Reviewing risk assessments; e. Monitoring activity and undertaking routine checks of equipment to ensure compliance with the SMS; f. As directed by the HM to investigate incidents. 2. To manage Local Lighthouse Authority functions directing maintenance and making necessary reports to Trinity House. 3. To allocate and manage all moorings ensuring optimal use throughout the year. 4. To manage Duty Harbour Masters and incremental Staff <ol style="list-style-type: none"> a. Including: <ol style="list-style-type: none"> i. Compiling rotas. ii. Managing individual training records. iii. Monitoring standards of performance and providing appraisals. iv. Checking timesheets. 5. To contribute to the reputation of the harbour by providing an excellent service and maintaining a good working relationship with all users, customers and stakeholders. 6. To liaise with the Administrative and Finance Manager to ensure invoicing and collection of fees is correctly performed. 7. To support harbour operations when necessary cover any role if required. 8. To deputise for Harbour Master when required. 9. To act as a Pilot boat Coxswain. 10. Ensure an accurate log of harbour activity is maintained (Log Book). 11. Ensure all property, equipment and vessels owned or managed by

	<p>BHC are maintained appropriately and within regulations. In particular to:</p> <ul style="list-style-type: none"> a. Ensure all harbour vessels are maintained in a seaworthy condition and that their certification and coding or class documentation is kept up to date and appropriate to their employment. b. Maintain all infrastructures in a safe condition; <p>Ensure all safety related maintenance and inspections are completed as required.</p> <p>12. Purchasing of supplies and services within approved budgetary constraints.</p> <p>13. Instigate initial response in the event of an emergency.</p> <p>14. When required, promote a positive image of the port and provide relevant information on harbour matters through presentations and regular communication.</p> <p>15. If required represent BHC publicly at meetings with outside bodies and agencies and the media portraying the BHC in a responsible and professional manner.</p>
Equal Opportunities	<ul style="list-style-type: none"> • Promote equality of opportunity and experience for staff, visitors and suppliers by treating all with dignity and respect, regardless of gender, race, disability, sexual orientation or age.