

LOOE HARBOUR COMMISSIONERS

Registered as a Charity no 291498

Vat no 144 3447 77



Job Title: Assistant Harbour Master

Report to: Chief Executive/Harbour Master

Major Responsibilities:

1. Appointed as Assistant to the Chief Executive/Harbour Master and as Safety Manager for Looe Harbour Commissioners.
2. To carry out the following as per the Chief Executive/Harbour Master's instructions;
 - **Daily Operations**

To assist the Chief Executive/Harbour Master with the daily operations relating to the quays, river, car parks and all other areas under the Jurisdiction of Looe Harbour Commissioners.

To offer support to the office team and assist with development of capital projects.

To work afloat when required.
 - **Deputising Role**

To deputise for the Chief Executive/Harbour Master as required.

To represent the Chief Executive/Harbour Master at meetings as required and provide cover for periods of leave or unavailability of the Chief Executive/Harbour Master.

In the absence of the Chief Executive/Harbour Master, to carry out delegated duties of the Chief Executive/Harbour Master
 - **Legislation/Regulatory Actions**

To ensure knowledge of and compliance with Looe Harbour Commissioners legislation in relation to: Looe Harbour users, workforce, and visitors. (To include members of the public)

To ensure knowledge of and compliance with Harbour legislation in general and the Regulatory principles involved with Harbour Management (For Example, The Port Marine Safety Code and Guide to Good Practice).

To assist with the implementation of Regulatory plans and procedures and review contractor's documentation including Risk Assessment Method Statements and emergency procedures.
 - **Statutory Powers**

To exercise the Harbour Masters Statutory Powers of direction, prohibition and regulation of vessels within LHC's area of Jurisdiction upon instruction.

- **Health & Safety**

To have responsibility for the Health & Safety management of the Harbour and assist with compliance of associated legislation.

To liaise with the Chief Executive/Harbour Master to ensure the security of the port.

To ensure that the working practises of the Looe Harbour Commissioners are current and that all personnel are aware of their responsibilities regarding H&S.

- **Incident Investigation**

To assist the Chief Executive/Harbour Master with incident investigation

- **Workforce Management**

To have responsibility for the Maintenance and Harbour Patrol teams and oversee the day-to-day operational activities of the same.

To hold and record regular staff meetings

To identify training needs where required and to report findings to Chief Executive/Harbour Master for action.

- **Maintenance Budget Holder**

To have responsibility for the maintenance budget under direction from the Chief Executive/Harbour Master.

To ensure that best practise is carried out in buying and procuring for the LHC's area of responsibility under the direction of the Chief Executive/Harbour Master.

- **Maintenance Works Supervisor**

To ensure efficient use of all resources in carrying out new installations, repairs and maintenance work.

To report to the Chief Executive/Harbour Master any long-term requirements for inclusion in business planning, plus any concerns arising from works undertaken.

- **Customer Care**

To ensure and deliver excellent levels of customer care when dealing with local, regional, and national stakeholders.

- **Communication.**

To liaise with the Chief Executive/Harbour Master and support team, to ensure that all LHC staff and volunteers have adequate equipment and up to date information relating to their role within the Organisation.

The role will require regular liaison with local, regional, and national stakeholders and regulators.

- **Organisation**

To ensure good record keeping for areas of delegated responsibility.

NB: The above list of duties is not to be regarded as exclusive or exhaustive; There will undoubtedly be other duties and requirements associated with the post, which you may be required to undertake.