

Looe Harbour Commissioners

Person Specification Form – Job Title: Assistant Harbour Master



CRITERIA	WHAT IS ESSENTIAL	METHOD OF ASSESSMENT <i>(e.g. Application, Interview or Test)</i>
PROFESSIONAL TECHNICAL COMPETENCE	Marine Qualifications relevant to the post (or agreement to update existing qualification). Previous marine incident response experience.	Application
MANAGEMENT / SUPERVISORY SKILLS	Previous management/supervisory experience. Good communication skills. Good leadership skills. A desire to succeed.	Interview
CUSTOMER / STAKEHOLDER LIASON / ENGAGEMENT	Good communication skills. Proven track record of good customer service.	Interview
INFORMATION TECHNOLOGY	Level of competence in office ICT.	Interview
LITERACY / NUMERACY	Good general education GCSE minimum standard.	Application
TEAMWORK	Ability to work as part of a team whilst inspiring, guiding and encouraging staff when required.	Interview
MOTIVATION	Highly self-motivated. Ability to work on own initiative. Good decision maker.	Interview
PERSONAL DEVELOPMENT	Keen to progress qualifications as necessary.	Interview
MOBILITY / TRAVEL	Own vehicle - clean driving Licence.	Application
PHYSICAL / PERSONAL MOBILITY	ML5 medical certificate (or equivalent). Must be physically active.	Interview
SPECIFIC ADDITIONAL SKILLS RELEVANT TO THE POST	Local knowledge of Looe Harbour Commissioners jurisdiction. Knowledge of Looe Harbour Commissioners and their Governance & purpose. Flexibility (to working hours). Ability to multitask.	Interview