Job Description

|  |  |
| --- | --- |
| **Job Title:**  | Head of Tor Bay Harbour Authority and Tor Bay Harbour Master. |
| **Strategic Team:** | Joint Operations Team |
| **Service:** | Corporate and Business Services |
| **Business Unit:** | Business Services |
| **Responsible To: *(day to day issues)*** | Executive Head – Business Services |
| **Accountable To: *(line manager)***  | Executive Head – Business Services |
| **Salary Grade: *(Spinal column points only)*****JE Ref:** | Spinal Column point 42 to 45JOT86 |

|  |
| --- |
| 1. **Key Purpose of Job**
	1. Responsible for the overall management, direction and leadership of the Tor Bay Harbour Authority and the statutory harbour of Tor Bay, including the enclosed harbours of Brixham, Torquay and Paignton, together with the relevant land-based harbour estates, as required by the Council as the Harbour Authority.
	2. Responsible for the strategic management, direction and leadership of Beaches & Coastline Services and all associated facilities and assets.
	3. To Act as the Tor Bay Harbour Master.
	4. To set and review all relevant policy, practice and procedures for the provision of a safe and effective operation for Tor Bay Harbour, beaches and coastline.
	5. To delegate appropriate responsibility and authority to managers and authority staff working within Tor Bay Harbour, beaches and along the coastline, consistent with the requirements of the service.
	6. To set out the requirements of the service, to develop and ensure implementation of business and service plans that are consistent with overall Business Services service planning framework.
	7. To be a member of the Council’s senior management providing strategic leadership to facilitate the best outcomes for Torbay by:
* Collaborating within teams, across departments and with partners.
* Being future focused.
* Being adaptable.
* Putting people at the centre of everything we do – both our staff and customers.

 To do this by:* Working with members and overseeing the good governance of Tor Bay Harbour.
* Providing corporate direction and communicating this clearly.
* Confronting budget issues and challenging our performance.
* Supporting and challenging our colleagues in a safe environment to help tackle issues and develop opportunities.
* Getting the best out of your teams and individuals.
* Embedding our organisational values in everything we do.
 |

|  |
| --- |
| 1. **Anticipated Outcomes of Post**
	1. The safe efficient and smooth running of Tor Bay Harbour, Beaches and Coastline Services that as a minimum meets national and local performance targets and delivers high quality outcomes for Torbay.
	2. High levels of health and safety are maintained on the beaches, coastline and within Tor Bay Harbour.
	3. The efficient and effective operation and response of the Pollution / Oil Spill Emergency Response team in any emergency.
	4. Effective communication and inter-departmental cross-working ensuring that Harbour, beach and coastline services effectively support and are co-ordinated with the delivery of events within the area.
	5. Harbour, beach and coastline services provide good value for money and are managed within allocated budgets.
	6. Appropriate technical, qualified and professional advice is provided across the specialisms relevant to the harbour, beach and coastline services both within the business units, and to other units within the Council, including Council Members.
	7. A high level of legal compliance with Harbour Acts, relevant Byelaws and regulations is assured within Tor Bay Harbour, beaches and coastline.
	8. Responsible for the leadership, professional development and setting of performance standards within the service areas.
 |

|  |
| --- |
| 1. **List Key Duties and accountabilities of the post**
	1. Responsible for following appropriate guidelines and procedures in respect of safeguarding and the welfare of children within Tor Bay Harbour and on the Council’s beaches, and coastline.
	2. To take the strategic lead on emerging changes to the service in line with Council and government policy and provide advice to the Executive Head of Business Services on the impact of changes.
	3. Leading the implementation of service changes including exploring alternative methods of service delivery and potential benefits of increased partnership/joint working with other organisations and Local Authorities.
	4. Responsible to the Harbour Committee and the Executive Head of Business Services for the efficient and effective management and operation of Tor Bay Harbour, beaches and coastline services within the policies of the Council and in accordance with relevant Harbour Acts and Byelaws.
	5. Responsible for monitoring and controlling the expenditure and maximising income of the harbour, beach and coastline budgets to ensure an expeditious, efficient and cost effective service to meet the needs and policies of the Council within the set budget. To keep the Harbour Committee *and any other Council Committees or Working Parties* regularly advised as to progress, future requirements and problem areas.
	6. Leading a team of line managers across the harbour, beaches and coastline services, giving them direction, focus and the ability for them to effectively deliver their teams functions.
	7. To set and review management information (KPIs) for the harbour, beaches and coastline services.
	8. Maintaining the fabric of the harbour, beaches and coastline to the standard required by the Council, within budgetary constraints and in accordance with a set maintenance plan.
	9. To maintain efficient harbour, beach and coastline control using consistent overall management with an appropriate level of enforcement to ensure the Harbour Acts, Byelaws and Regulations are observed including taking witness statements, conducting interviews under caution and attending Court. The main Acts and Regulations are as follows:
* Harbours Act 1964
* Merchant Shipping Act 1995
* Tor Bay Harbour Act 1970 (as amended in 1983)
* Harbours, Docks and Piers Clauses Act 1847
* Dangerous Goods in Harbour Areas Regulations 2016
* Pilotage Act 1987
	1. Responsibility for ensuring that Torbay can respond immediately and appropriately to deal with a variety of emergency situations that occur within the Tor Bay, beach and coastline areas.
	2. Liaising with the Department for Transport, Defra, the Environment Agency and the Marine Management Organisation and other bodies on all matters relating to harbour, beach and coastline operations and future developments.
	3. To ensure that the Council meets its obligations under the Pilotage Act 1987 in the provision of a proper and safe pilotage service. May be required to undertake piloting duties on a relief basis (average 6-7 times a year)
	4. Ensuring that systems of budgetary accountancy and financial control are properly understood, used and developed in line with the Council’s financial regulations and procedures.
	5. Responsible for the contracts, tendering and commercial evaluation of services and facilities within Tor Bay Harbour, the beaches and coastline.
	6. Assisting the Executive Head of Business Services in carrying out other relevant management functions, representing Business Services at Senior Leadership Team meetings, as required and helping to ensure the effective control and co-ordination of Business Services.
	7. Representing the Harbour Authority at Council Committees, -  *Overview & Scrutiny,* Working Parties etc as required, dealing with matters arising and dispensing advice to members and the public on all matters relating to harbour management and the overall provision of Tor Bay Harbour Authority and the *Beaches and Coastline Service*.
	8. Ensuring the operation and maintenance of all navigational lights, marks and beacons. Complying with all requirements laid down by Trinity House.
	9. Enabling proper control over the navigation and safe berthing of all vessels utilising the waters and facilities of Tor Bay and its enclosed harbours. Attending the harbour outside of normal working hours as and when required. Working in conjunction with the other Harbour Masters to ensure 24 hour on-call cover, throughout the year, to meet the Council’s responsibility as a competent Harbour Authority.
	10. If necessary, undertaking the examination of commercial pleasure boatmen pursuant to the issue of a boatman’s licence. Monitoring the seasonal operation of commercial pleasure craft and angling boats, together with their kiosk or board site booking operation. Issuing appropriate pleasure craft licences.
	11. Assisting the Council in the promotion of Maritime Events within Tor Bay, beaches and coastline and in compiling and programming of such events, ensuring adequate berthing arrangements and supervision of quayside activities with event organisers. Attending liaison meetings with the relevant organisations as and when required.
	12. Liaising with all harbour users groups and attending appropriate Committee or Harbour Users meetings to ensure effective communication and consultation on harbour issues, throughout the Bay.
	13. Liaising with the management of both Marinas to ensure effective control of vessels to and from the Marinas and enforcement of harbour legislation and byelaws within the Marinas.
	14. Managing all officers within Tor Bay Harbour Authority, beaches and coastline services to ensure that communications are maintained between harbour offices, other services and relevant Council Departments.
	15. Acting as Safety Officer within the appropriate harbour boundaries. Responsible for the compliance with all Health and Safety Regulations and liaising with Council’s Safety Office within Tor Bay Harbour, beaches and coastline, ensuring health and safety standards are maintained or improved, risk assessments undertaken and staff training.
	16. Preparation of reports and dealing with the more complex aspects of negotiations, complaints and correspondence.
	17. Keeping abreast of current and proposed legislation affecting areas of operation under the Officers direct control, identifying necessary or consequential repercussions and instigating appropriate action.
	18. Co-ordinating and managing such projects, investigations or particular areas of activity as may from time to time be assigned by the Executive Head of Business Services or Harbour Committee.
	19. Undertaking specific policy administration and related tasks, which may from time to time be assigned.
	20. May be required to attend any of the Tor Bay harbours, beaches and coastline outside of set working hours as and when required to deal with any matter requiring special attention e.g. oil pollution, hazardous substances, vessels adrift, bad weather, fire or other emergency, etc.
 |

|  |
| --- |
| 1. **Give examples of the typical types of problems and decisions the post will be required to make:**
	1. Being accountable for taking the decision to close the harbour in bad weather conditions. Taking in to consideration the time of year, weather forecasts, tidal movements, impact to businesses, risks to property and members of the public.
	2. Make decisions and resolve problems related to reviews of the harbour, beach & coastline services, staffing, policies and procedures, and performance targets.
	3. Strategic and operational decisions within the Tor Harbour, Beaches and Coastline services that impact on services/facilities available to the public and other Council departments.
	4. Undertake investigations and make judgements on accidents, incidents or near misses within Tor Bay Harbour limits. Keeping records of such within the formal Safety Management System (MarNIS). This would include taking witness statements, collecting evidence and writing detailed reports, as well as deciding when to involve other agencies such as the MCA, MAIB etc.
	5. Decision to initiate response to oil pollution by assessing the level, source and type of pollution then triggering the appropriate level of response, including external agencies.
	6. Overcoming complex & contentious issues or problems related to service delivery.
	7. Identifying Key Risks to the delivery of harbour, beach & coastline services and take action to mitigate those risks and implement the Business Plan.
	8. Undertake investigations and make judgements on value for money of service areas, developing option appraisals for future delivery to address on-going service improvement.
	9. Decision making on all service areas under the direct control of the post, dealing with staff and resource issues as they arise.
	10. Formulate strategic policies that create and stimulate an environment that promotes sustainable economic regeneration having regard to the long term future of the Bay and its residents.
 |

|  |
| --- |
| 1. **Budgetary / Financial Responsibilities of the post**
	1. Budget holder for the Tor Bay Harbour Authority budget and the Beaches & Coastline Services
	2. Responsible for setting, allocating and monitoring budgets within budgetary constraints across all relevant service areas, As set by the Harbour Committee and/or Council.
	3. Beaches & Coastline - Gross £655k, net £26k

 Tor Bay Harbour – Gross £3.5M, net £nil* 1. The harbour budget will be the post holder’s prime budget supported by the Business Manager, responsibility for the Beaches & Coastline budget will be supported by the Operations Manager for that service area.
 |

|  |
| --- |
| 1. **Supervision / Line Management Responsibilities of the post ( Please show / provide organisation structure as an appendices, showing official reporting lines**
	1. To undertake the line management and supervision of the following posts :-

Deputy Harbour Master – BrixhamDeputy Harbour Master – TorquayHarbour Master - PaigntonBusiness Manager/Assistant Harbour Master – BrixhamOperations Manager – Beaches & Coastline Services* 1. To ensure the regular supervision of each team member using identified mechanisms.
	2. To assertively and continually challenge teams and managers to improve performance.
	3. To establish annual objectives and ensure that these are cascaded to team members, monitoring their performance through the Council’s appraisal process.
	4. Assuming direct overall accountability for the management of Tor Bay Harbour Authority and Beaches & Coastlines Services staff including allocating work and determining priorities, monitoring performance, identifying training needs, staff appointments and related matters including discipline and flexible utilisation of staff to meet workload requirements.
 |

|  |
| --- |
| 1. **Working Environment & Conditions of the post**
	1. The normal working environment and conditions will be office based, however the postholder will also be required to work on the harbour estate, quays & piers, as well as occasionally afloat. Sometimes the postholder will be required to work in inclement weather conditions.
	2. Responding to emergency situations may on occasion require call out to any harbour, coast or beach location, for example emergency incidents during bad weather.
	3. It may be necessary on occasion to undertake piloting duties, on a relief basis, requiring the post holder to climb pilot ladders and work on ships at sea.
 |
|  |

|  |
| --- |
| 1. **Physical Demands of the post**
	1. Occasionally required to manually move vessels in the boat park
	2. Occasionally required to manually move moored vessels
 |

|  |
| --- |
| 1. **Specific Resources used by the post**
	1. Normal office, mobile telephone, VHF radio, navigation equipment, PPE equipment
	2. On occasion may be required to use the following:
	* Harbour workboat
	* Fast patrol boat
	* Pick-up truck with lifting davit
	* Fort-lift truck
	* Torquay inner harbour lifting bridge and half-tide cill

9.3 Manual deployment of surge control barrier |
|  |

|  |
| --- |
| 1. **Key Contacts and Relationships**
	1. **External -** Maritime & Coastguard Agency, Devon & Severn Inshore Fisheries and Conservation Authority, Environment Agency, Marine Management Organisation, other local Harbour Authorities, Harbour User Groups, Brixham Trawler Agents, Yacht Clubs, other Clubs and Youth Groups, private and voluntary organisations, SeaTorbay, other partner Organisations, harbour users, tenants, Beach Hut Users Group, MCA, RNLI, Cleaner Seas Forum, visitors and the general public.

Central Government, other Local Authorities, other public sector organisations, The Council’s auditors, private and voluntary organisations and employers, partner organisations.* 1. **Internal –** Elected Mayor, Executive Members, other Elected Members, Chief Executive / Deputy Chief Executive /Commissioners, Executive Head of Business Services, other Senior staff across the Council, Trades Unions, other Harbour Masters and harbour/beaches staff, Events team, Health and Safety, Emergency Planning, Estates, Legal Services, Procurement, and employees at all levels across the Council.
 |
|  |
|  |

|  |
| --- |
| 1. **Other Duties**

To undertake additional duties as required, commensurate with the level of the job.11.1 Within Tor Bay Harbour, the Council is responsible for the three enclosed harbours of Torquay, Brixham and Paignton. The post-holder may be assigned to any of these harbours for any period of time, by management, as determined by the needs of the service. When assigned to a particular harbour the post-holder will be required to ensure the safe running and proper management of that harbour as well as the overall management of Tor Bay Harbour. The post will be based at Brixham harbour.* 1. A flexible approach to hours of work will be required in keeping with the traditional role of a Harbour Master.
	2. When acting as the “on-call” duty Harbour Master you are expected to be generally within the local area in case of an emergency.
 |
|  |

|  |
| --- |
| Other InformationAll staff must commit to Equal Opportunities and Anti-Discriminatory Practice.1. The Council operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Council's buildings (including Council owned and Council leased buildings, but excluding designated areas in residential schemes), enclosed spaces within the curtilage of buildings, and Council vehicles. The Council does not permit smoking breaks within work time, however, in services where the flexi-scheme is in operation, employees may take reasonable break times outside of core hours, in accordance with flexi-time arrangements. Employees should follow the flexi-scheme procedure for agreeing time away from their duties in the normal manner with their immediate colleagues and line manager, with break start and finish times being recorded, as with any other break-time arrangement.
2. The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.
3. The post-holder must comply with the Council’s Health and Safety requirements as outlined in the H&S policy appropriate to the role.
4. This post is primarily based at Brixham Harbour but the post holder may be required to move their base to any other location within the Council at a future date. The postholder will be expected to visit other harbour, coastline or beach sites as and when required.
5. The post-holder must be committed to the Council’s Core Values for employees – “Torbay Council employees are committed to being forward thinking, people orientated and adaptable - always with integrity”. Evidence will be sought during the probation and appraisal processes
6. If you are required to use your own vehicle on Council business or drive a council vehicle you will be asked to provide information on any driving endorsements by accessing [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence) and providing a code to your Line Manager in order to share your driving licence information with the Council.

h) You will be asked to complete a Criminal Records Self Declaration Form. Criminal convictions will only be taken into account when they are relevant to the post. You will only be asked to disclose ‘unspent’ convictions  |

**Person Specification**

|  |
| --- |
| **Note for Candidate****All Candidates**The supporting statement on your application form will be used to assess ability to meet the essential requirements of the role, so you should explain how you meet each of the numbered essential requirements within your supporting statement.  In a competitive situation, the desirable criteria may be taken into consideration, so you are encouraged to show how you also meet each of the desirable criteria.Candidates who consider that they have a disabilityReasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability.If you consider yourself to have a disability you should indicate this on your application form, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview.Where ever possible and reasonable we will make adjustments and offer alternatives to help you through the application and selection process. If you have indicated that you have a disability on your application form you will be guaranteed an interview if you clearly demonstrate in your supporting evidence how you broadly meet the essential requirements of the role.  |

**Person Specification**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Title:** | Head of Tor Bay Harbour Authority and Tor Bay Harbour Master | **Business Unit:** | **Business Services** | **Team/****Service:** | **Tor Bay Harbour, Beaches & Coastline Services** |

|  |  |
| --- | --- |
| **Essential Skills and Effectiveness:** | **Desirable Skills and Effectiveness:** |
| 1. Ability to develop and maintain to a high standard effective working relationships and the ability to influence and win the confidence, with other departments and external partners across a wide cross sector of people within differing organisations.
2. Ability to apply specialist knowledge across and experience to wider corporate policy and strategy.
3. Ability to monitor and evaluate services and practices to ensure agreed standards are maintained and intervene constructively where necessary.
4. Excellent analytical and performance management skills.
5. Excellent communication (written, oral and presentational), ambassadorial and media management skills – ensuring that the reputation of Torbay Council is promoted at every opportunity.
6. Proven ability to lead change and to support services during periods of change and development, minimising the impact on staff morale and maximising and sustaining performance improvements to a service.
7. Ability to positively manage staff, developing and maintain a team; to set performance objectives and undertake effective performance appraisals.
8. Champion the importance of continuing professional development – and role model good practice in this area.
9. Able to think creatively and develop innovative solutions to improve services and to problems that are complex in nature.
10. Manage conflicting priorities.
11. High degree of customer awareness.
12. Achievement and performance driven.
13. Ability to use judgement, tact and sensitivity.
14. High degree of personal integrity and political awareness and sensitivity.
15. Able to develop, negotiate and extend challenging outcomes and goals, make complex decisions based on facts and complete tasks to a high standard.
16. High level of financial acumen and ability to manage budgets and control costs.
17. Business planning skills
18. Proven effective presentation and report writing skills.
19. Proven commitment to anti-discriminatory practice
20. Ship handling experience of a sufficient level to undertake piloting duties as may be required.
 |  |

|  |  |
| --- | --- |
| **Essential Knowledge:** | **Desirable Knowledge:** |
| 1. Detailed and effective knowledge and understanding of the work of ports/harbours and of small boats, basic ship requirements and good seamanship.
2. Demonstrable and detailed knowledge relevant Harbour Acts, Byelaws and regulations.
3. Significant knowledge of procedures, guidelines and legislation relation to Bathing Water and Coastal Pollution.
4. A high level of knowledge and clear understanding of the requirements of the Port Marine Safety Code and its application
5. Effective knowledge of all relevant and specialist health & safety legislation and environmental legislation.
6. Significant experience of dealing with/responding to a relevant emergency situation
7. Knowledge of relevant national organisations, their function and requirements as they relate to this post.
8. Detailed knowledge of national and regional service priorities and the requirements for their local implementation in the context of the political and operational environment.
9. Detailed knowledge and understanding of the role of the Harbour Master and the workings of a busy harbour.
10. Excellent understanding of how best to achieve service outcomes with proven approaches to ensuring the correct approach is taken.
11. A high level of knowledge and understanding of confidentiality, data protection and ethics.
12. Demonstrable and detailed knowledge of performance management and improvement models.
13. Experience of developing, writing and implementing new or revised policy and procedures in relevant area of work.
14. Understanding of wider local government issues and the political context and environment in which it operates.
15. Relevant legislation and wider issues in the context of the political and operational environment.
 | * + 1. A working knowledge and understanding of issues facing the Local Authority
		2. An understanding of the general workings of the marine industry ashore, especially in the leisure/fishing sector.

2. A general understanding of shipping/harbour law.3. An ability to acquire quickly a working knowledge of relevant Acts & Byelaws4. Knowledge of the processes involved in good project management.5. Public Sector financial regulations6. Experience of leading a procurement/tendering/contracting  process to achieve best value |

|  |  |
| --- | --- |
| **Essential Experience/Achievements:** | **Desirable Experience/Achievements:** |
| 1. Significant experience of navigation and safe berthing of vessels within a busy working harbour
2. Extensive experience of acting as Safety Officer within an harbour/marine environment
3. Experience of working at a strategic level in a multi-discipline and cross-organisational groups.
4. Proven experience of developing strategic plans based on needs assessment and delivery of required outcomes.
5. Experience of developing and implementing new strategies, policies, ways of delivering services and innovative working practice to succeed in achieving and maintaining service improvements and achieving best value and best outcomes for service users.
6. Experience of successfully planning for and contributing to relevant audit and inspection processes.
7. Successful senior leadership role within a relevant organisation.
8. Experience of leading and managing large teams across a range of functions, and working within partnership arrangements.
9. Proven experience of successful project/programme management across both strategic and a range of services.
10. Experience of managing large and complex budgets.
11. Proven success in contributing to larger “corporate” agendas.
12. Competence and confidence in working with regulators and partners.
 | 1. Knowledge & experience of harbour operations
2. Previous local government experience.
3. Extensive sea-going experience.
4. Previous project management experience.
5. Experience in responding to maritime emergencies.
6. Experience of managing beach/seafront operations
7. Previous experience of managing a Port Security Facility.
8. Commercial experience in a related field
9. Public Sector expertise
10. Experience of harbour control and management of land-based harbour estates.
11. Competence and confidence in working with elected members.
 |

|  |  |
| --- | --- |
| **Essential Qualifications/Professional Memberships:** | **Desirable Qualifications/Professional Memberships:** |
| 1. Class 1 Master Mariner or RN equivalent qualification or a MCA approved Harbour Masters Certificate
2. VHF/DSC Radio Certificate of Competence
3. An OND or ONC in Nautical Science or equivalent
 | 1. A recognised qualification in project management (e.g. Prince2) or equivalent.
2. A recognised management qualification (e.g. ILM level 4 or 5)
3. First Aid at Work Certificate.
4. Oil Spill Response Certificate (Management Level).
5. Qualified as a Port Facility Security Officer
6. Membership of the UK Harbour Masters Association
7. Member/Fellow of the Nautical Institute
8. Maritime and Coastguard Agency National Training Course on Pollution Contingency Planning and Response
 |

|  |
| --- |
| Essential – Other requirements of the job role * Ability to travel efficiently around the Bay/South West/UK in order to carry out duties
* Ability to respond to emergency situations which could require accommodating on- call working and/or unsociable hours
* Ability to accommodate occasional home-working
 |

**June 2017**