



Dart Harbour

Person Specification Form

Job title: Assistant/Deputy Harbour Master

CRITERIA	WHAT IS ESSENTIAL	WHAT IS DESIRABLE	METHOD OF ASSESSMENT <i>(e.g. Application, Interview or Test)</i>
PROFESSIONAL/ TECHNICAL COMPETENCE	Marine Qualification Health & Safety Qualification IOSH	H&S IBOSH PFSO Certificate Marine Engineering Experience MCA AP Oil Commanders Cert	Interview
MANAGEMENT/ SUPERVISORY SKILLS	Previous management/supervisory experience Good communication Skills Good leadership skills		Interview
CUSTOMER SERVICE SKILLS	Good communication skills Proven track record of good customer service		Interview
INFORMATION TECHNOLOGY (I.T)	Proven level of competence in office ICT (Minimum CLAIT or equivalent)		Interview
LITERACY/ NUMERACY	Good general education GCSE minimum standard		Interview
TEAM WORK	Ability to work and liaise as part of a team	Ability to inspire and encourage workforce	Interview
MOTIVATION	Highly self motivated Ability to work on own initiative Good decision maker	Ability to motivate workforce	Interview
PERSONAL DEVELOPMENT	Keen to progress qualifications as necessary		Interview
MOBILITY/ TRAVEL	Own vehicle – clean driving licence Willingness to stay or travel away from area		Interview
PHYSICAL/ PERSONAL MOBILITY	ML5 medical certificate Must be physically active	ENG 1 medical certificate	Interview
SPECIFIC ADDITIONAL SKILLS RELEVANT TO THE POST	Local knowledge of Authority jurisdiction (eg River Dart from Castle Ledge Buoy to Weir at Totnes)	Local Authority or MCA Boatmans/ Boatmaster's licence	Interview