

**Job Title: Assistant/Deputy Harbour Master**

**Report to: Harbour Master**

**MAJOR RESPONSIBILITIES:**

1. Appointed as Deputy or Assistant to the Harbour Master and as Safety Manager.
2. To carry out the following to the Harbour Master's Instructions. In the absence of the Harbour Master to carry out all duties of the Harbour Master.
  - **Legislation**  
To ensure knowledge of, and compliance with, Dart Harbour Authority legislation by all Dart Harbour users, workforce and visitors.
  - **Health and Safety**  
To have particular responsibility for the Health and Safety management of the Hoodown depot and Dartmouth office and assist with the Port Marine Safety Code.  
To liaise with the HM to ensure the security of the port to Transec requirements.  
To ensure that the working practices of the DH are current and that all personnel are aware of their responsibilities regarding H&S.
  - **Workforce Management**  
To have particular responsibility for the River staff team.  
To oversee the day to day operational activities of the River staff team.  
To hold and record regular river staff meetings.  
To identify training needs where required and to report to HM.  
When required, to deputise for the HM in managing the whole staff team.
  - **Budget Holder**  
To have particular responsibility for the maintenance budget under direction from the harbour master.  
To ensure that best practise is carried out in buying, and procuring for post holder's area of responsibility under direction from the harbour master.
  - **Maintenance**  
To liaise with the harbour master and prepare a maintenance programme for the Dart Harbour areas of responsibility.  
To ensure regular and thorough inspections of DHA equipment and craft  
To ensure efficient use of all resources in carrying out new installations, repair and maintenance work  
To report to the HM any long term requirements for inclusion in business planning.
  - **Customer Care**  
To ensure and deliver excellent levels of customer care when dealing with the public, berth holders, and other organisations operating on the river.

- **Communication.**  
To liaise with HM and staff team to insure that all DH workforce and volunteers have current information.
- **Organisation**  
To ensure good record keeping for area of responsibility.

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

**SUPERVISION AND MANAGEMENT OF PEOPLE:**

1. The postholder will be the line manager in relation to all river staff, Seasonal River Officers, Yacht Taxi Drivers and volunteers.

**COMMUNICATION AND WORKING RELATIONSHIPS:**

2. The postholder will be required to develop good working relationships with staff, clients, suppliers, board members and volunteers.

<b>SALARY:</b>	£26,000 to £32,000 dependant on qualifications
<b>ANNUAL LEAVE:</b>	25 days annual + 8 bank holidays The Harbour Master may require bank holidays to be worked for operational requirements
<b>NOTICE:</b>	After the probationary period the employee must give the employer one month's notice. The employer will give the employee one week if employed for less than two years and one week for every year's service after two year's service.
<b>GENERAL RESPONSIBILITIES UNDER HEALTH AND SAFETY</b>	See Major Responsibilities