

## WE ARE LOOKING FOR TWO NEW BOARD MEMBERS

Located in South Devon, Dart Harbour is a Trust Port with a remit to operate in an open yet accountable way and to take into consideration the needs and wishes of Stakeholders in the Authority's jurisdiction.

Dart Harbour is seeking two experienced and dedicated individuals to join the Board to determine the strategic priorities of the Port, to ensure that the executive has the resources and finances to fulfil their function and to provide valuable insight gained from their experience in a professional capacity.

As a Board Member, you will take advantage of your vision and drive to provide a constructive contribution to group strategic thinking, and will feel confident in challenging decisions where necessary, whilst providing well thought through resolutions and ideas, to support the organisation in progressing towards its objectives.

### Skills and Experience Required

The range of Board Members encompasses a wide range of specific skill sets and Dart Harbour must ensure that all these skills are represented on the Board. For 2021, we are specifically seeking candidates with expertise in the fields of:

- Strong background in Business management, with a focus on the analysis and interpretation of financial information;
- Legal and Governance matters in relation to the operation of a Statutory Harbour Authority;
- Strong background in the Maritime industry with a working knowledge of the Port Marine Safety Code and Navigational/Port Safety Requirements

### Additional Information:

These positions are unpaid voluntary public appointments and although not onerous will take between 3 and 5 days of time per month. Board meetings are usually held in Dartmouth but on occasion, in different locations up and down the river.

### Application Method:

To apply, please submit a covering letter and a CV. If you would like more information, please contact Penny Johns ([senior.administrator@dartharbour.org](mailto:senior.administrator@dartharbour.org)).

The closing date for applications is **3<sup>rd</sup> November 2020**.



## Information for Applicants 2020 and Job Descriptions

These notes include information about the work of the Authority, an explanation of the role of Authority members, the qualities sought in applicants and a description of the skill sets needed for the board roles we wish to fill for 2021.

### DART HARBOUR

The Dart Harbour & Navigation Authority (Dart Harbour) are required under article 4 of the Dart Harbour & Navigation Revision (Constitution) Order 2002 to appoint board members in accordance with guidance issued by the Secretary of State (Department for Transport) which means that Dart Harbour must comply with the relevant parts of the Ports Good Governance Guidance, as well as the 2002 Order.

Article 4 of the 2002 Order requires that a board member “shall be a person who has special knowledge, experience or ability appropriate to the efficient, effective and economic discharge of Dart Harbour’s functions” and in the following areas:

- Industrial and commercial activities
- Tourism and leisure communications
- The law relating to harbours or property
- Environmental matters
- Personnel and health and safety
- Finance
- Other special skills required from time to time.

### PERSON SPECIFICATION

All Board Members must:-

Have a clear understanding of governance in relation to the management of a Trust Port

Be familiar with, and able to comply with, the seven principles of public life first set out by Lord Nolan:  
Independence, Accountability, Openness, Selflessness, Integrity, Objectivity, Honesty and Leadership

Be able to operate within a team, be prepared to articulate their opinion and then accept the will of the majority

Demonstrate a positive and enthusiastic attitude.

Have the ability to form a strategic view of the Authority, its business and policy.

Be able to provide advice to the Authority on matters that will have an effect on the Authority either at local, national or international level.

Be a catalyst for the production, implementation and review of the Authority’s business plan and other formal statements of policy.

Demonstrate knowledge and skills in areas relevant to the work of the Authority.

## **ROLE PROFILES**

The specific skill sets we are recruiting for are shown below and includes a description of the qualifications, skills and experience sought for 2021 appointments.

### **Financial management, analysis and interpreting financial information,**

- To maintain a strategic view of the Authority's financial position.
- To be the catalyst for the production and presentation of the Authority's budgets and accounts.
- Be able to read, understand and interpret Profit & Loss statements, Balance Sheets, cash flow forecasts and statutory accounts.
- A formal accountancy qualification is not essential but a high level of numeracy is required.
- Experience of financial oversight of public or private sector organisations with a turnover of >£2M is desirable.
- Liaison on behalf of the board with the organisation's auditors, financial advisors, CEO and internal finance team.

### **Governance and legal matters affecting the Authority as a statutory body, landlord, tenant and commercial operator and to understand the Authority's role in enforcing byelaws and mooring licensing.**

- A qualified Lawyer with considerable professional experience.
- To provide guidance to the Authority on legal matters, identifying the legal issues that need to be addressed and suggest the most effective way of obtaining the appropriate advice.

### **Strong background in the Maritime industry with a working knowledge of the Port Marine Safety Code and Navigational/Port Safety Requirements**

- Previous Port Management or Seagoing Management experience leading to a good understanding of Port Operations
- Familiarity with the Port Marine Safety Code
- Working Knowledge of Health and Safety Legislation

Appointments to the Board are unpaid and members normally devote between 3 and 5 days a month to Dart Harbour business. A term of office lasts for three years and a maximum period of service of two terms is usual, with a third term offered in only the most exceptional of situations. In certain circumstances the Authority also has the power to co-opt a board member to provide expertise in a specific area.

### **● DECLARATION OF INTEREST**

It is essential that board members are perceived not to be influenced or motivated by private interests in the discharge of their duties to provide openness and accountability to our stakeholders .

Board members must declare any conflicts of interest at the start of their term and have any changes recorded at subsequent Board meetings. In the event of a conflict of Interest, the member will not be permitted to contribute or vote in the relevant debate, and may be invited to leave the room for the duration of that debate.

As part of the application process candidates must provide a declaration of interests prior to appointment so that Dart Harbour can ensure that any person appointed has no significant conflict of interests in connection with the business of Dart Harbour.

## **About Dart Harbour**

There is comprehensive information on the Dart Harbour website ([www.dartharbour.org](http://www.dartharbour.org)), including legislation, policies, board minutes and other useful information that candidates would benefit from studying.

Dart Harbour is a Trust Port, a Competent Harbour Authority and a Local Lighthouse Authority. A Trust port is an independent not-for-profit statutory body created by an Act of Parliament. It is run by an independent board for the benefit of its stakeholders and is governed by its own local legislation. It is the role of the Executive, the Board and those working for the organisation, to safeguard and improve the port so that it continues to flourish for future generations.

Trust ports are independent statutory bodies, with a responsibility to manage, maintain and improve a harbour. Trust ports operate on a commercial basis and are expected to generate a return and reinvest surpluses to support the continuing and long-term success of a port for the benefit of its stakeholders.

Competent Harbour Authorities are expected to maintain a pilotage service and can make pilotage directions, including making pilotage compulsory. Local Lighthouse Authorities can establish navigation marks within their area of jurisdiction and must maintain these to required standards, these navigation marks are inspected annually by a Trinity House inspector.

Dart Harbour is responsible for safety within the harbour and to license others, with some restrictions, to do the same. Other statutory duties are to be prepared for incidents such as the clean-up of any oil spills, manage waste disposal, enforce national legislation and make and enforce byelaws.

Dart Harbour has around 1,600 permanent moorings in the harbour of which the vast majority are let on an annual basis, Dart Harbour also provides a number of visitors' moorings in Dartmouth and further upriver. The fees collected from these moorings and from harbour dues are used to fund improvements and provide services within the harbour.

Dart Harbour is a 'not for profit' organisation with a turnover of approximately £1.7m per annum with the majority obtained from the letting of Dart Harbour owned moorings on Duchy of Cornwall fundus (river bed). Dart Harbour manages the fundus on a long lease from The Duchy.

Dart Harbour employs 20 full time staff and approximately 20 part time/casual staff (yacht taxi and patrol staff). The Board consists of seven to nine board members appointed for their expertise and experience. The Harbour Master/CEO is also a member of the board.

## **How to Apply**

Please send in a covering letter and a CV.