**VACANCY  
Assistant Harbour Master - Compliance**

**Salary – circa £35,000 per annum, starting salary dependant on skills and experience**

Located in South Devon, Dart Harbour is a Trust Port set up by an Act of Parliament with a remit to run in an open and accountable way, taking into consideration the needs and wishes of all Stakeholders engaged within the Authority’s jurisdiction.

An exciting opportunity has arisen for a full time Assistant Harbour Master (Compliance) to support the Harbour Master in leading the operation of Dart Harbour. This will include deputising for the Harbour Master where necessary, as well as providing leadership across the organisation, contributing to strategy within designated specialist areas and taking a lead in developing Dart Harbour’s ability to meet its mission, purpose and objectives in line with organisational values.

The role also includes specific accountabilities to ensure the safe operation of Dart Harbour and other stakeholders in using the River Dart ensuring compliance with current good practice and legislation and providing senior operational leadership within the office.  We are therefore looking for a candidate who has extensive port or marine experience, as well as experience of managing health and safety or compliance in a business.  Small boat experience would also be advantageous but for the right candidate, not critical.

We are looking for an effective leader who strives for continuous improvement, can take the lead, works well on their own initiative and is ready for a new challenge at our thriving harbour within a vibrant and engaged community.  The successful candidate will be passionate about safeguarding and improving the port, protecting it for future generations.  You will be a strong team player who is flexible and self-motivated with the ability to adapt to a wide range of asks and manage workload effectively.

This is a varied and exciting role and will see the successful candidate attending external events from time to time, and working to build strong relationships with different stakeholders, including those in our local community, government organisations, customers and the general public, therefore, excellent interpersonal skills are essential.

**Key responsibilities include but are not limited to;**

* To act as a member of the senior management team, supporting the Harbour Master/CEO in running the organisation in a safe and compliant manner.
* In the absence of the Harbour Master, to carry out all duties of the Harbour Master.
* Maintain up to date knowledge of relevant legislation and its implications for Dart Harbour. Highlight any areas of non-compliance.
* Maintain up to date understanding of financial implications of operational activities.
* To uphold Dart Harbour safety management system and safety policy statement in response to the Port Marine Safety Code. To update risk assessments as required
* To assist with providing 24 hour duty mobile phone cover and attending work out of hours for emergency call outs on a rotational basis.
* To complete duties in a way which minimises Dart Harbour’s impact on the environment.
* To support the Harbour Master in striving to achieve excellent levels of customer service when dealing with the public, berth holders, stakeholders and other organisations operating on the river.
* Ensure that personal technical competencies are maintained. Complete further continuous professional development (CPD) as required in the role and new standards are introduced

**Skills and Experience Required**

* Experience in Port or Marine Operations at a management Level
* Knowledge of mandatory, regulatory and safety responsibilities relevant to the main duties including but not limited to the Port Marine Safety Code and Health & Safety at Work Act.
* Effective leadership and communication skills.
* A flexible and committed approach to working within a small team.
* Full UK Driving Licence.

**Additional Information:**

A medical examination will be required before starting this position. We undertake random screening for substance abuse and operate a zero-tolerance policy.

**Application method:**

To apply, please email [jobs@careerspot.co.uk](mailto:jobs@careerspot.co.uk) with your CV and a detailed cover letter.

The closing date for receipt of CVs is 9am on 28th February 2022.

We are an equal opportunities employer and we welcome applications from all suitably qualified persons regardless of their background, which helps us to provide a diverse and inclusive working environment.