**JOB DESCRIPTION**



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| **JOB TITLE** | Marine Pilot |
| **GRADE** | Hay 1 |
| **TEAM** | Marine Services |
| **REPORTING TO** | Harbour Master/ HOS |
| **RESPONSIBLE FOR** |  |
| **BASED AT** | Anywhere FDC site in District but currently based at The Boathouse, Wisbech |
| **PURPOSE OF THE POST** | To provide a safe and effective pilotage service to Port of Wisbech and Port Sutton Bridge.  To implement the Council’s statutory obligation to provide a pilotage service which involves piloting vessels within port limits of Wisbech and Port Sutton Bridge or within the local pilotage district.  To perform other marine related duties. |

# PLEASE NOTE:

# Fenland District Council is committed to equal opportunities.

**It is the Council’s aim to ensure that no potential job applicant, employee or service user, will receive less favourable treatment on the grounds of sex, age, disability, ethnic origin, religion, sexual orientation or marital status. The Council will also not impose any conditions or requirements, which disproportionately disadvantage any group, which can not be justified in terms of the needs of the job, or the service provided.**

**Fenland District Council operates a no smoking policy.**



**MAIN DUTIES AND RESPONSIBILITIES**

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| **1** | **Main duties and responsibilities** |
| **1.1** | To take responsibility for the safe maneuvering of a variety of commercial vessels along the port limits of Wisbech and Port Sutton Bridge or within the local pilotage district- any time during the night or day complying with all current legislation |
| **1.2** | Providing office-based support to the Harbour Master in organising and regulating the Marine Safety Management system and accompanying systems of work, manage safety meetings, training and exercises and run inspections and enquiries when required into marine accidents and incidents. You will manage the safe movement of vessels within the Harbour limits and ensure documentation and certification is in line with the Port Marine Safety Code. |
| **1.3** | Responsibility for the operation maintenance, and safety of the Council’s owned vessels. |
| **1.4** | Promote a close and co-operative working relationship between pilots, harbour staff, contractors and port users. |
| **1.5** | Actively promote the use of general passage plans prepared by the Harbour Authority in order to facilitate the preparation of specific plans by the Master of a vessel using the Harbour. |
| **1.6** | To assess and assist in examining Vessel Masters applying for Pilot Exemption Certificates |
| **1.7** | Pilot master to plan and arrange with shipping agents and ship owners the arrival and departure of ships according to tidal windows by phone, e-mail (24hr availability service) |
| **1.8** | Pilots to roster service to ensure compliance with Merchant Shipping (Hours of Work) Regulations 2002. i.e.: - 10 hours rest in any 24/77 hours in any 7 days |
| **1.9** | Required to always maintain adequate levels of training to ensure legislation complied with fully. |
| **1.10** | Lead on a variety of tasks including:   * Tug towing, dredging, bed levelling, buoy laying and other marine related duties * Hydrographic surveying/Regular low water visual surveys * Pilot Cutter Crew / Skipper * Lead on specific other duties as may be required by the Harbour Master E.g.: - Reviewing internal documents, training coordinator for marine services, maintaining shipping VMO’s |
| **1.11** | Work in conjunction with the Harbour Master to maintain the hydrographic survey programme and the production of local charts |
| **1.12** | Work in conjunction with the Harbour Master / Assistant Harbour Master to maintain the Port of Wisbech NAABSA berths and their readiness for use |
| **1.13** | Work in conjunction with the Harbour Master / Assistant Harbour Master to maintain buoyage and local aids to navigation, for the needs of all local vessel movements.  Attend in support of the Harbour Master in the event of marine accident, incident or emergency. |
| **1.14** | Act from time to time as the Emergency duty officer |
| **2** | Promote and contribute to the development of the Council’s ‘One Team’ philosophy and approach to service delivery |
| **2.1** | **Quality and Equality** |
| **3** | To promote quality and equality within the Council and in the provision of its services. |
| **3.1** | **Customer Care** |
| **4** | To provide excellent customer service to all internal and external customers in line with the Council’s commitment to Customer Service Excellence. |
| **4.1** | **Other Duties** |
| **4.2** | Comply with all the policies and procedures of the Council (e.g. Equal Opportunities, Standing Orders, Financial Regulations, Health, and Safety,). Copies of these can be found in the Employees Handbook (which will be amended and reissued should there be any changes) and/or from Human Resources.  Comply with all legislation applicable to role including, Port Marine Safety Code, Maritime Coastguard Agency legislation. |
| **4.3** | To undertake office-based work as required by Harbour Master /Head of Service / Assistant Harbour Master, consistent with the duties and grading of the post. |
| This job description is not definite or exhaustive but is provided to give the postholder an indication of the range of activities, duties and responsibilities concerned with the employment. | |
| Any changes to this job description will only be made following consultation with the post holder. | |

**PERSON SPECIFICATION**



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| **Abbreviations** | | | |
| **E** | Essential selection criteria | **IV** | Interview |
| **D** | Desirable selection criteria | **T** | Test |
| **H/A** | How Assessed | **C** | Certificate |
| **AP** | Application Form |  |  |

|  | **E** | **D** | **H/A** |
| --- | --- | --- | --- |
| **Experience** |  |  |  |
| Local Wash Ports knowledge |  | **🗸** |  |
| Comprehensive understanding of all Marine related Legislation | **🗸** |  |  |
| Understanding of the impacts on harbour authorities from European Marine Sites, Special Areas of Conservation, SSSIs, etc. |  | **🗸** |  |
| An understanding of health and safety at work in a marine environment. | **🗸** |  |  |
| Familiarity with port byelaws and their application. | **🗸** |  |  |
| **Skills and abilities** |  |  |  |
| A high level of interpersonal skills | **🗸** |  |  |
| Ability to work in a multi functioning team to assist in other marine services projects as required | **🗸** |  |  |
| To represent Fenland District Council in a positive, professional manner | **🗸** |  |  |
| Customer service skills – demonstrable ability to deal responsibly, positively and sensitively to customer needs | **🗸** |  |  |
| Strong self-motivation and an ability to work with a minimum of supervision to tight deadlines | **🗸** |  |  |
| Ability to work co-operatively in a team to achieve prescribed objectives | **🗸** |  |  |
| Ability to organise workload with discretion, tact and integrity | **🗸** |  |  |
| **Behaviours** |  |  |  |
| Evidence of all level1 elements of the Council’s core competency framework, i.e.   * **Respect and Dignity for all** - is open, honest and courteous. * **Teamwork and Co-operation** - participates as a team member and encourages, enables, and supports colleagues. * **Effective Communication** - communicate effectively with others. * **Customer Focus** - responds to customer needs | **🗸** |  | **AP**  **IV** |
| **Knowledge / Education** |  |  |  |
| STCW 11/2 Certificate of Competence or equivalent | **🗸** |  |  |
| Valid ENG1 Medical certificate | **🗸** |  |  |
| Proven Experience in ship handling on various types of vessels in the last 12 months | **🗸** |  |  |
| A short-range Marine VHF certificate | **🗸** |  |  |
| Pilotage experience desirable |  | **🗸** |  |
| Bridge resource management |  | **🗸** |  |
| Understanding of the “One Team” philosophy and approach to service delivery | **🗸** |  |  |
| **Other requirements** |  |  |  |
| Proof of Right to Work in the UK | **🗸** |  |  |
| Able to work on a roster service to ensure compliance with Merchant Shipping (Hours of Work) Regulations 2002. i.e.: - 10 hours rest in any 24/77 hours in any 7 days | **🗸** |  |  |
| Demonstrate an understanding of acceptance and commitment to, the principles underlying equal opportunities | **🗸** |  |  |