

## **JOB DESCRIPTION**

**JOB TITLE:** Port Security Officer

**GRADE:** Pay spine point 12 to 17 + 34% enhancement which includes shift and bank holidays

**DEPARTMENT:** Department of Infrastructure

**DIVISION:** Ports Division

**DATE:** **April 2016**

### **1. BACKGROUND**

- 1.1 The Port Security section provide a 24/7 security presence, potentially in any harbour, but particularly in the Port of Douglas, to perform the activities appropriate to maritime and building security as determined by the United Kingdom Aviation and Maritime Security Act 1990 (AMSA), applied by the Isle of Man Maritime Security Act 1995 and International Ship and Port Security code (ISPS) in relation to all Port users. Closing off secure areas; providing a uniformed presence in the public areas, attending any incidents involving the travelling public to provide assistance (supported by the IoM Constabulary if required) and providing search facilities if required.
- 1.2 Assisting the travelling public using the Harbours by directing and advising foot passengers; assisting with the marshalling of vehicles for shipment and providing traffic control within the marshalling areas also providing security and control of car parks and parking zones vested in the Department of Infrastructure.
- 1.3 The Port Security Section, as part of the Ports Division, is under the oversight of the Ports Standards Manager through the Senior Supervisor who provides the day to day management of the section.

### **2. GENERAL DESCRIPTION OF THE POST**

- 2.1 To work shifts as part of a team consisting of a number of Port Security Officers, a Senior Port Security Officer and a Supervisor. In addition to which there will be a number of contract security staff.
- 2.2 The post is uniformed, which is provided, and the post holder is a warranted constable.

### **3. MAIN ACTIVITIES**

Under the direction of the Supervisor / Senior PSO and in accordance with relevant Standard Operating Procedures and other guidelines to:

- 2.1 To ensure the provision of a good standard of service to the public.
- 2.2 To ensure that standards of security are maintained.
- 2.3 To liaise with relevant authorities.
- 2.4 To control the access to and custody of keys.
- 2.5 Ensuring reportage of incidents in relation to security infringements, damage, criminal damage, road traffic accidents, and misbehaviour.
- 2.6 Providing the appropriate services (e.g. closing the Piers, controlling traffic, etc.,) during the visits of cruise ships to Douglas or other Ports.
- 2.7 Locking and unlocking the Port facilities.
- 2.8 Placing any movable signs for passenger information, making announcements on the public address system.
- 2.9 Operation of the public weighbridge as required for commercial vehicles using the Port or at the request of the public (including maintaining records and collecting any fees payable.
- 2.10 Advising vehicle operators if their vehicle is overweight or exceeds the dimensions allowed on Manx roads.
- 2.11 Checking for any obvious defects on the vehicle (e.g. illegal tyres, faulty exhausts and obvious suspension problems) and bring these to the attention of the PSV Inspectors. Requesting drivers to wait for the arrival of the Inspectors.
- 2.12 Providing patrols within the Harbour area for security purposes; enforcing parking restrictions; investigating any problems or incidents in the area and checking for problems or defects (e.g. missing lifebuoys, missing stanchions, etc.)
- 2.13 Staffing the barrier at the Douglas or Peel Breakwaters during the docking and discharge of cargo of oils and gas tankers to prevent unauthorised access to the unloading area for safety/security reasons and to report any problems or emergencies to Marine Operations Center.
- 2.14 Proving support (mainly traffic and crowd control) at a number of special events and attractions each year. These can include traffic, parking and

crowd control at Ramsey Sprint, Tin Bath Championship, Viking Long Boat Races, events at Peel Castle, Carnivals, etc.

- 2.15 Providing reasonable assistance to other Department of Infrastructure staff as required.
- 2.16 Assisting with emergency procedures e.g. clearing the area of the public, closing roads and traffic control.
- 2.17 Assisting in the event of minor or major oil spills/pollution incidents. Delivery of Emergency Trailer or equipment, site control of vehicles and persons. Clean up assistance, if required, of the pollutant.
- 2.18 Carrying out such other duties (appropriate to the grade) as may be allocated by any member of the Ports Division line management.