



Marine Section Officer

Department of Infrastructure

Harbours Division

Job Title: Marine Section Officer

Grade: Skill Zone 4 - Pay Band 10 - £30,720 - £36,184 (with 11.25%)

Responsible to: Marine Section Supervisor

Responsible for: No direct line management responsibilities

The Harbours Division of the Department of Infrastructure is looking for a highly motivated person to take on a role as Marine Section Officer. They will join our team to work in a diverse role and environment.

Background

The Harbours Marine Section is responsible for manning the Division's workboat and other craft. They undertake a variety of duties such as the laying of buoys and moorings, dredging, assisting with diving work, serving as a floating work platform for harbour ladder and fender maintenance together with other general maintenance as required.

The vessels are listed as assets for deployment supporting Port Security under the ISPS code.

The Marine Section may also, where appropriate, assist in the towage of other vessels in the event of an emergency situation to prevent loss of life or vessel, and to prevent an environmental disaster.

The Marine Section personnel may also be called upon to assist in other areas as required by Harbours Management.

The post holder will work a flexible system to meet the needs of the Department, in conjunction with other Harbour's staff, to ensure all Island's Harbours are maintained to a high standard which in turn will provide a safe and efficient service to harbour users and visitors.

What will you do?

Within this role you will be keeping the Division's fleet of vessels in a seaworthy condition by following a planned maintenance schedule. The vessels range from small craft to a 15 metre work boat. Your primary role will be working on board the 15 metre workboat.

You will also carry out other duties on board the vessel as Relief Skipper and crewman.

The Marine Section personnel may also be called upon to assist in other areas as required by Harbour management.

What does that involve?

The Postholder is responsible for the following areas:

- Serving as Relief Skipper of the workboat. (Vessel's duties include maintenance dredging, laying moorings and buoys, lifting operations, general harbour work, towing small vessels and barges etc. and keeping a log of all work carried out).
- Assist in the supervision of Marine Section staff during maintenance of Harbour equipment, buoyage, moorings, daymarks, ladders, fenders and during dredging operations.
- Arranging work schedules for Marine Section in conjunction with Ports Management when acting as Supervisor.
- Assisting with work scheduling and administrative paperwork in connection with workboat and harbour maintenance.
- Other duties may include: -
 - Providing support to other Department staff working in the harbours as required.
 - Providing assistance for oil pollution countermeasures and towing services during periods of emergencies.
- Any other duties which may reasonably be required by the Department.

Contacts and Communication

The post holder will communicate directly with their line manager and other crew members. The post holder will be expected to give reports to Marine Section Supervisor and/or the Ports Manager with regards to any operational matters within the remit of the job description.

Problem Solving and Decision Making

The post holder, along with the Marine Section Supervisor and Ports Manager, will be responsible in problem solving any operational issues relating to all vessels within the job description remit.

The post holder will assist with any decision making responsibilities with regards to scheduling servicing, repairs and general maintenance of all the vessels within the job description remit. The post holder will also have the ability to escalate any decision making issues to the Ports Manager.

Management of Resources

The post holder will have no line management responsibilities.

The post holder will have limited financial delegations (up to £500) to allow the purchase of essential equipment.

Autonomy

The post holder will be expected to work within established manual work regulations/best practices, maritime work boat codes and H&S regulations. They will also be expected to work within internal Harbours Standard Operating Procedures, Risk Assessments, Harbours Quality Management Systems and any safety initiatives.

The post will have some autonomy with regards to any operational issues in the absence of the Marine Section Supervisor.

Physical Effort and Dexterity

The post will be physically demanding on a daily basis and will require the post holder to carryout manual tasks on deck, such as deploying and recovering moorings and assisting berthing the vessel. The post holder will also need to work in limited working space such as the engine room.

Working Conditions

The post holder will be expected to work in all weathers on the deck of the vessel and during any land based operations. The post holder will be provided appropriate Personal Protection Equipment (PPE) for the conditions.

The post holder will also be expected to work in noisy and dirty environments, such as the engine room and on deck, the post holder will be issued with appropriate PPE for the conditions.

Performance management and improvement

The role holder has a personal responsibility for participating in any departmental performance and development scheme management.

The role holder is responsible for their own health and safety and the impact of their actions on others. The role holder will be responsible for identifying any possible risks or near misses to a responsible manager and or the Harbours Health & Safety Committee.

Integrity

All staff are expected to recognise that the everyday business of the Department requires the highest level of personal integrity. Each Officer has a personal responsibility to maintain the confidentiality of all business and to uphold such confidences both in administering the business of the office and outside of the office.

Health and Safety

The post holder will be responsible for their own health and safety and the impact of their actions on others, seeking guidance as appropriate. They will be responsible for reporting any possible health & safety/security risks or near misses to their line manager or other manager within the section.

Hours

The position is based on a net 37-hour week however, to suit the operational needs of the ports the post-holder may be required to adjust their daily working hours to allow for tidal and weather constraints. The Marine Section are therefore allowed some discretion within agreed limits as to daily working hours.

Personal Specifications

Attributes	Essential or Desirable	Method of Assessment
Qualifications and experience		
A marine qualification such as a UK CoC, Commercial Workboat, RYA Yachtmaster (commercially endorsed) or other marine certification of an equivalent grading is required, including a Medical Certificate (ENG1 or ML5)	E	CV
Applicants should have significant relevant maritime experience in a maritime/Harbour environment, including the handling of small craft.	E	CV
Applicants should have a VHF/GMDSS licence.	D	CV/Interview
HGV (Rigid) licence	D	CV/Interview
HIAB Operator licence	D	CV/Interview
Metal burning qualifications	D	CV/Interview
Knowledge & Skills		
The ability to carry out duties in a safe and efficient manner within the guidelines of set procedures, industry practices/ codes and risk assessments.	E	Interview
Applicants should have good basic administrative and computer skills including log keeping.	E	Interview
Applicants should be able to demonstrate good practical skills (for harbour maintenance duties).	E	CV/Interview
Experience of working with the general public.	E	Interview
The ability to problem solve and prioritise workload to achieve results.	E	Interview
Disposition		
Ability to work without close supervision.	E	Interview
The ability to communicate effectively with colleagues, other government departments, other harbours users, external stakeholders and the general public.	E	Interview
Shows initiative and ability to work with others, and be part of a team.	E	Interview
Circumstances/Interests		
Applicants must have a full, valid driving licence.	E	CV/Pre-employment checks

Isle of Man worker.	D	Application
A flexible working attitude to cater for the operational requirements of the post and be prepared to work unsocial hours if required due to tidal conditions and vessel arrival time.	E	Interview
A genuine and ongoing interest in marine-related matters i.e. shipping, ports, etc.	D	Interview
Satisfactory police check	E	Pre-employment checks