

Assistant Harbour Master

Lyme Regis

Summer 48 hours over 6 days per week / Winter 26 hours over 4 days per week

Permanent

£29,174 - 33,486

We are currently recruiting an Assistant Harbour Master who will primarily support the Harbour Masters in meeting the requirements of the Port Marine Safety Code.

You need to be able to manage your own responsibilities, whilst working as part of a team, directing and coordinating the provision of a safe, cost-effective and efficient service throughout the harbour that meets relevant statutory requirements for safe navigation.

The ideal candidate will have:

Good presentation, interpersonal and communication skills are essential as the post holder will need to deal with particularly influential, articulate and often difficult people.

Proactive, innovative approach to smarter working and improved efficiencies.

Be able to exercise professional conduct with stakeholders, contractors, third parties and the general public

Have the ability to work under pressure and time restraints independently

What you will be doing

You will be assisting the Harbour Master in all aspects of managing the day-to-day harbour operations and maintenance activities. Duties will include assisting harbour users and members of the public to supporting during emergencies and bad weather often out of hours.

You will have the opportunity to be involved in projects as they develop.

You will supervise a small team of Harbour Assistants

Be responsible for mooring and storage allocations.

Please see the job description for a full list of duties.

About You

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

You will be able to demonstrate knowledge of Lyme Regis Harbour and have experience of marine activities.

You will be able to demonstrate a general understanding of the workings of the maritime industry ashore, as well as an understanding of small boats and basic ship requirements.

You will be flexible and tactful and be able to deal effectively with a wide range of people.

Exact working hours have to be flexible, being affected by tides, weather and boat activity.

To cover the contingencies of the service the postholder will be required to work evenings, weekends, Bank Holidays and statutory day working, payment for which is inclusive in the salary.

Qualifications/ training/registrations

- Experienced Mariner with recognised Certification of Competency for power boat 2
- VHF/DSC Radio Certificate of Competence
- Full UK driving licence

Experience

- Broad maritime experience especially in a port environment
- Boat handling
- Supervising and motivating staff and volunteers
- Working with partners from a range of sectors

Working at Dorset Council

This is a unique opportunity to join a brand new council in Dorset – home to the spectacular Jurassic Coast and thriving market towns and villages with a strong sense of community and identity.

On 1 April 2019, five district and borough councils and the county council were replaced by the new Dorset Council which will deliver more efficient, accessible and modern public services.

You will have the opportunity to build your career in a modern, flexible and inclusive organisation, and this is an exciting time to join – at the start of our journey together.

For more information about our new council visit www.DorsetCouncil.gov.uk/about

Dorset Council provides a framework to explain the behaviours expected from everyone who works, or volunteers, for Dorset Council regardless of their role or grade within the organisation, find more information about this [here](#). The behaviours will form part of the selection process, where you will be asked to evidence when you have demonstrated them.

Additional Information

Dorset Council uses generic job descriptions and person specifications and therefore the job title in the attachments on the right may differ from the job title in the advert. Further specific information may be provided in a context statement where relevant.

This role is UK based and your Right to Work will need to be established as part of the appointment process.

If appointed, the personal information we collect from you will be shared with Cifas who will use it to prevent fraud, other unlawful or dishonest conduct, malpractice, and other seriously improper conduct. If any of these are detected you could be refused certain services or employment. Your personal information will also be used to verify your identity. Further details of how your information will be used by us and Cifas, and your data protection rights, can be found at <https://www.cifas.org.uk/fpn>.

For more information regarding Dorset Council's rewards and benefits click [here](#).

For further information regarding Dorset Council's commitment to Equality & Diversity click [here](#).

NB: You will be unable to view the job description and person specification forms after this vacancy has closed. We cannot accept CVs in place of an application form as we require the same range of information from all our candidates.

Dorset Council is committed to making our recruitment process barrier-free, and as inclusive as possible for everyone.

For more information on how to apply, please see this [helpful guidance](#).

Closing date: 29th May 2022 – 11.30 PM

For an informal discussion about the post please contact James Radcliffe, Harbour Master, on 01308 423222 or email james.radcliffe@dorsetcouncil.gov.uk

Related information

Please read any attached documents before applying for this job

- [Job Description & Person Specification](#)

- [Apply for this job](#)