

## **HARBOUR MASTER**

We are seeking to appoint a maritime professional who is looking for a new challenge and has the experience and drive to manage the marine operations and assets at Cowes Harbour.

As part of Cowes Harbour Commission (CHC) senior leadership team, the Harbour Master (HM) reports to the CHC Chief Executive for all line management responsibilities (non-statutory) and to Duty Holders for all Statutory responsibilities and pilotage requirements. As HM you will have a detailed knowledge of working within a harbour environment and be responsible for the safe operation of the harbour in accordance with the Cowes Harbour Act 1897/2012, all current health & safety legislation, shipping and environmental legislation, General Directions and comply with other official guidance such as the Port Marine Safety Code, and the Good Governance Guidance for Ports. You will also be responsible for the management of the commercial marine services team.

We are looking for an effective and experienced leader to maintain the safe operation of the harbour, who strives for continuous improvement, inspires positive communication, and motivates team members on a daily basis to deliver the goals set for our thriving harbour. In conjunction with the CEO, you will be required to support the achievement of the Cowes Harbour Strategic plan for the benefit of its stakeholders and to maintain and improve the organisations commercial performance.

### **About Cowes Harbour Commission**

Cowes Harbour is a Trust Port, which means it has no shareholders or other owners, but is managed for the benefit of its users. It is run by a board of 10 harbour commissioners appointed through a public selection process, who give their time on a voluntary basis. As the Commission has no shareholders, any surplus funds raised through its activities are reinvested back into the harbour and its facilities, to the benefit of everyone that uses the harbour.

CHC's main function is to be the Statutory Harbour Authority for Cowes and to undertake commercial activities, so that it can be self-financing. As a publicly accountable body, CHC strives to ensure that it maintains proper standards of transparency, accountability, integrity, and honesty, as befits the important role of the commission; CHC therefore has a clear policy and strategy to support and encourage the local economy.

### **What is on offer**

Competitive salary based on experience, plus company benefits and a bonus based on individual performance.

Please note, although the organisation holds a flexible working policy, the successful candidate will be required to live on the Isle of Wight and within quick reach of Cowes, so you are able to respond to emergency situations without delay.

For further information please contact [chc@cowes.co.uk](mailto:chc@cowes.co.uk) Please see below for the full Job Description.

To apply, please send a copy of your CV and a covering letter (including your current salary) to [chc@cowes.co.uk](mailto:chc@cowes.co.uk)



COWES HARBOUR  
**COMMISSION**

## Cowes Harbour Commission

### JOB DESCRIPTION

<b>Post Title:</b>	<b>Harbour Master</b>
<b>Department:</b>	<b>Senior Leadership Team</b>
<b>Reports To:</b>	Chief Executive for all line management responsibilities (non-statutory) and Duty Holders for all Statutory responsibilities.
<b>Job purpose:</b>	<ul style="list-style-type: none"><li>• Responsible for the safe operation of the harbour acting as a role model on safety and setting a tone that inspires the public to act safely.</li><li>• To support the achievement of the Port's vision and the development of the Port and its services for the benefit of its stakeholders whilst taking primary leadership responsibility for maintaining a safe work environment, that meets all the statutory and Trust port requirements.</li><li>• Responsible to the Duty Holders for the day-to-day safe operation of navigation, pilotage and other marine activities in the harbour and its approaches.</li><li>• Responsible to the CEO for the effective management of marine operations and assets within and outside the jurisdiction of the harbour.</li><li>• In conjunction with the CEO, represent the Port at key industry events and to influence the national maritime landscape, development of government policies and strategies affecting the Port and the wider supply chain.</li><li>• To role model a collaborative and inclusive leadership style, which is positive and upbeat, conducive to inspiring and motivating our employees to successfully deliver our mission and strategy. Set the tone and atmosphere of the Port to encourage individual employee growth and development, maintaining the Port's positive and unique culture.</li></ul>
<b>Primary Responsibilities:</b>	<b>Organisational Leadership</b> <ul style="list-style-type: none"><li>• Promote and deliver a safety-first culture ensuring the highest standards in health and safety for CHC employees and harbour users.</li><li>• Promote and role model the organisation's values at all times.</li><li>• Ensure the delivery of CHC's financial objectives, adopting a commercial mind-set and actively seeking revenue generating opportunities.</li><li>• Ensure an exceptional customer experience, putting the customer at the heart of all actions and decisions.</li><li>• Proactively support, manage and develop our people capability – giving clarity of expectations and objectives, and providing timely feedback and coaching to enable them to deliver.</li><li>• Act as an ambassador and represent CHC on all appropriate local, regional and national events and forums relevant to the post.</li></ul>

## Functional Leadership

### Operational Management of the Harbour

#### Safety

- Ensure the safe operation of the harbour area overall with reference to Cowes Harbour Act 1897/2012, all current health, safety, shipping and environmental legislation, the International Ship and Port Facility Security (ISPS) Code, and General Directions in addition to other official guidance e.g. Port Marine Safety Code, Trust Port Review.
- Enforce the safety of navigation within the harbour limits with particular reference to the control and movement of all vessels and the manner in which they are moored.
- The maintenance of all fairways & channels and all navigation aids in the harbour limit.
- The efficient manning, operation and maintenance of the Commissions statutory vessels and plant.
- The efficient operation of the Pilotage Service within the port as well as providing representation on Solent Pilotage forums.

#### Critical Incident and Emergency Management

- Take overall responsibility and act as Incident Commander in response to any incident or emergency in the harbour.
- When necessary, to conduct enquiries into marine accidents and submit reports to the Maritime and Coastguard Agency.
- To ensure that either themselves or Deputy Harbour Master is available at all times to respond to harbour emergency situations.
- To supervise all matters appertaining to an emergency situation and delegation of duties where necessary.

#### Environment

- Responsible for the hydrographic surveying programme of the harbour.
- To advise on the terms and conditions for constructional licences and dredging plans.
- To ensure all environmental duties are executed along with liaison with the harbours Estuaries Officer.

### Statutory Obligations

- Ensure all statutory documents are constructed, maintained and amended where necessary.
- The overall responsibility of preparing statutory annual budgets and control thereafter.
- Ultimate responsibility for the work programme and training of all statutory related staff in the harbour.

### People and Culture

- Build a safety culture where everyone is valued and equipped to do their job safely.
- Promote the Port's values and ethos relating to ethics, integrity and corporate responsibility.
- Ensure the Port is well represented at industry events and maintain the Port's reputation/involvement as a key driver for change within the maritime sector.
- Contribute and champion national maritime skills/people projects such as equality and diversity within the maritime sector.

### Stakeholder Engagement

	<ul style="list-style-type: none"> <li>• Maintain and build relationships and partnerships with stakeholders in reference to statutory duties that relate to the harbour including safety and compliance of events and recreational activities.</li> <li>• Deliver engaging presentations to stakeholders when required.</li> <li>• Work with local authorities, organisations, yacht clubs, boatyards, fishing, sailing associations and individual stakeholders in relation to safety and statutory responsibilities.</li> <li>• Whenever possible, attend the Harbour Commissioners monthly meetings, sub-committee meetings and any other meetings as deemed necessary by the CEO and to submit reports to the Commission to ensure that they are fully informed as all times.</li> <li>• To supervise in conjunction with the CEO, the control of the Medina Estuary Management plan on behalf of the Cowes Harbour Commission in conjunction with all other statutory authorities and associations.</li> </ul> <p><b>Governance, Risk and Compliance</b></p> <ul style="list-style-type: none"> <li>• Ensure and where necessary, report through the CEO that the Port operates within the governance framework of Ports Good Governance Guidance, its Harbour Revision Order’s and any other governance requirements set by the Board and Department for Transport.</li> <li>• Ensure the Port meets all of its statutory regulations and responsibilities and operates within health, safety and environmental requirements.</li> <li>• In conjunction with the CEO, produce and update the corporate risk register and business continuity plans on an annual basis.</li> <li>• Provide the Board, CEO and all sub committees with appropriate and timely information for decision making and oversight.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• At all times ensure that working practices are in line with the requirements of CHC’s Health and Safety Policy and generally seek to ensure the safety of CHC’s employees, partners, tenants, visitors and other stakeholders.</li> <li>• To support the wider CHC team when required for events over and above the normal day-to-day running of the organisation ensuring that commercial opportunities are maximised.</li> <li>• To actively engage with any special projects and annual events / large public festivals that occur from time to time over and above the normal day to day running of the operation ensuring that all commercial opportunities are maximised.</li> <li>• Any other duties that fall within the scope and spirit of the post.</li> </ul>
<b>Key Measures of Performance</b>	<ul style="list-style-type: none"> <li>• Operational safety, marine environment and conservation</li> <li>• Delivery within agreed financial budgets - Turnover circa. £3M</li> <li>• Brand awareness and perception, living our values</li> <li>• Stakeholder feedback including from 9 non-executive commissioners</li> <li>• Employee Engagement – circa 5 direct reports and 28 employees</li> </ul>
<p><b>NB. The nature of the post may require a commitment to CHC outside of normal working hours (e.g. weekends, evenings, Bank Holidays, etc.). Out of hours working will be compensated in line with CHC policy.</b></p> <p>Post holders will be accountable for carrying out all the duties and responsibilities with due regard to the CHC’s Health and Safety and Equal Opportunities Policies.</p> <p>Duties, which include processing of any personal data, must be undertaken within CHC’s data protection guidelines and in line with current data processing legislation e.g. GDPR.</p>	

**PERSON SPECIFICATION**

Assessment for recruitment requirements and competencies

<p><b>Skills, knowledge and experience</b></p>	<ul style="list-style-type: none"> <li>• Ability to build and develop effective relationships at all levels with customers and a broad range of stakeholders.</li> <li>• Adaptable interpersonal and communication skills to develop key partnerships.</li> <li>• Collaborative and inclusive leadership style, conducive to inspiring and motivating employees to successfully deliver the Port’s mission and strategy and maintaining high levels of employee engagement.</li> <li>• A skilled Influencer that can represent the Port at key industry events, helping to shape the national maritime landscape.</li> <li>• A team player <i>with proportionality and appreciation of the business model and dynamics of Cowes Harbour.</i></li> </ul>
<p><b>Director Corporate Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Uphold, safeguard and promote the Port’s values</li> <li>• Execute responsibilities according to lawful and ethical standards</li> </ul>
<p><b>Education and qualifications</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Senior maritime experience.</li> <li>• Senior STCW Certificate of competency.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Harbour Masters Certificate or diploma. (Condition of employment to obtain)</li> <li>• Experience in pilotage and pilotage management.</li> </ul>
<p><b>Special Requirements:</b></p>	<ul style="list-style-type: none"> <li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure may be required prior to appointment.</li> <li>• A clean driving licence is essential to fulfill the requirements of the post</li> </ul>