**EXETER CITY COUNCIL**

## PERSON SPECIFICATION

**COMMUNITY SAFETY & ENFORCEMENT**

**PLACE**

**HARBOUR MASTER**

|  |  |  |
| --- | --- | --- |
| **SELECTION CRITERIA** | ESSENTIAL | **DESIRABLE** |
| **QUALIFICATIONS*** Experienced Mariner with recognised certification to Command, Master or Skipper level
* Relevant IOSH or NEBOSH level qualifications
 | **✓****✓** |  |
| **EXPERIENCE/KNOWLEDGE SKILLS*** Previous experience in a Harbourmaster (or Deputy) role
* Knowledge of the Port Marine Safety Code and Risk Assessment
* Knowledge of marine environmental legislation
* Experience of successfully building relationships with partners and stakeholders
* Experience of managing or supervising a team
* Decision making experience.
* Staff training and skills development
* Computer literate. Must be competent in Word and Excel applications
1. Problem solving / responsibility experience
2. Dealing with the public – client focussed
3. Experience of managing time/workload
4. Ability to train and develop skills
5. Good telephone/radio manner and able to communicate effectively
6. Good oral & written communication
7. Able to work under pressure
8. Ability to prioritise work
9. Able to work outside of normal office hours
 | **✓****✓****✓****✓****✓****✓****✓****✓****✓****✓****✓****✓****✓****✓****✓****✓** | **✓** |
| **SPECIAL REQUIREMENTS/ATTITUDE**1. Self motivated to carry out duties with the minimum of supervision
2. Calm/ patient
3. Sympathetic
4. Reliable, flexible, accurate.
 | **✓****✓****✓****✓** |  |
| **OTHER** |  |  |

**September 2018**