**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**