



Job Brief

General Manager

Port of Inverness

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About the Port of Inverness

Inverness Harbour Trust, commonly known as The Port of Inverness, is a Trust Port that is responsible for operating the Port on behalf of its stakeholders. In 2022, the Port celebrated its 175th Anniversary as a Trust Port and is one of the oldest businesses in the Highlands. As a Port it is open 24x7 365 days and offers a safe-haven to shipping at any time of the year.

The Port of Inverness is one of the major economic hubs of the Highlands and provides a vital gateway for companies in the north both to export and import a wide variety of goods. It is also one of Scotland's most sheltered natural deep-water harbours and as a result the Port can offer ships almost guaranteed access irrespective of the weather.

The Port lies close to the city centre and thus has excellent communications links not only with the city but the surrounding wider region. Recent developments have made the Port one of the most modern in the north. There are 6 operational quays as well as excellent covered storage and extensive laydown facilities.

Over the last 10-years the Port has become recognised as one of the leading Ports in renewable energy being used as the Port of entry for several wind farms that have been developed in the Highlands. In addition to renewable energy projects, the Port also handles a range of other commodities including timber, round logs, woodchips, wood pellets, road salt and fuel. The Port also handles one off project cargoes.

The Port is a leading partner in the Inverness and Cromarty Firth Green Freeport, and as such is planning to support the significant opportunities that will arise from the proposed major developments in both the onshore and offshore renewable energy sectors, as well

as growing its cruise business and other dry bulk cargoes. There will therefore be the opportunity for the appointed person to make an important contribution to help shape the future strategic direction of the Port to ensure it capitalises on these opportunities.

As a Trust Port, its focus is to improve and safeguard the assets for the benefit of all stakeholders. With no external shareholders, the Trust is a self-financing commercial business with any surplus reinvested to ensure not only the future development of the Port but, the economic prosperity of Inverness and the wider Highland Region.



Key Responsibilities

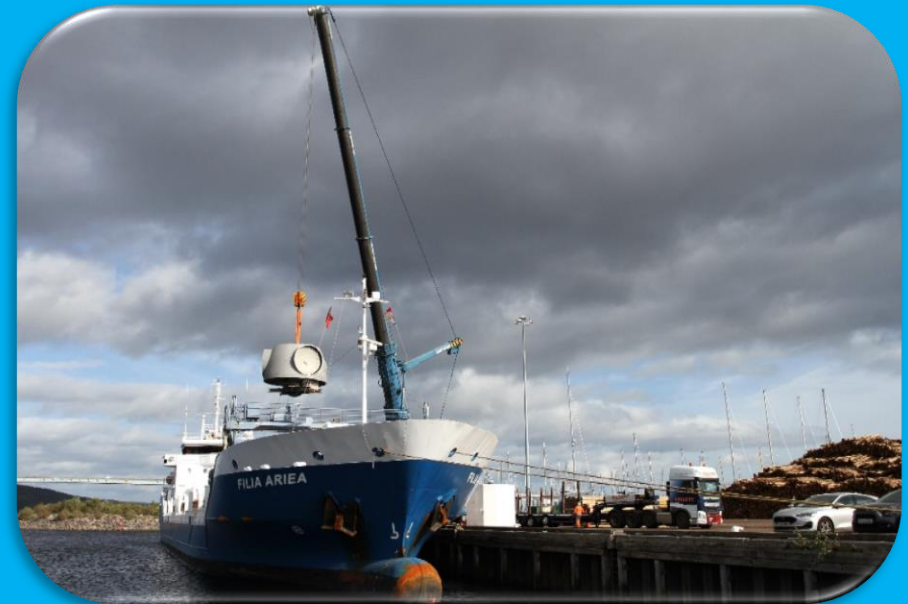
As part of its continued expansion, the Port of Inverness is looking to appoint a General Manager to drive growth and foster strategic partnerships assisting the Chief Executive in delivering the objectives set out in the Strategic Plan. This is a new role in direct response to the increase in business and prospects for further growth.

This is an important appointment and the successful candidate will play a pivotal role in delivering the Port's ambitious growth plans over the short to medium term. Key responsibilities include:

- Develop and implement business development strategies to improve revenue and market penetration.
- Identify and target potential port users from all aspects of industry but with particular emphasis on the renewable energy sector
- Prepare and deliver presentations to potential port users to showcase the opportunities presented at the Port of Inverness.
- Attend industry conferences, trade shows and networking events and conduct visits to potential port users to maintain a strong professional network.
- Assist in the preparation of financial budgets.
- Assist in preparation of business plans.
- Generate regular reports on business development activities, market trends and opportunities providing insights for senior management and the Board.
- Take on responsibility for the Port's let properties.
- Support and participate in the development of the Port's management system, policies and procedures to ensure compliance with ESG standards.
- Implement performance metrics and KPIs to evaluate Port performance and identify areas for improvement.

- Drive initiatives to optimise processes, reduce operational costs and increase productivity
- Take active role in promoting Health and Safety across all aspect of Port operations.

The successful applicant will, after a period, be capable of standing in for the CEO and represent the Port at meetings and events.



Requirements of the Role & Remuneration

The role is based in the Port Office at Inverness and the position will require the successful candidate to undertake travel throughout the UK.



One of the main requirements will be to support the Chief Executive and the rest of the executive team to ensure that the Port continues to operate smoothly.

The Port of Inverness operates on a 24x7 365 days environment and the appointed individual will be self-motivated and work to the requirements of the business.

The salary is commensurate with the role for this key appointment. There is a nominated pension scheme, annual profit share, private medical insurance as well as a generous holiday entitlement.

Full training will be given to ensure that the appointed individual can undertake all aspects of the role.

The Individual

The successful candidate will be an accomplished and dynamic professional who has an established track record in business and has a broad range of skills and attributes.

Essential Criteria

- Educated to degree level or equivalent
- Commercial and/or business development experience
- A proven track record in business planning and operating at a strategic level
- An established record of problem solving, solution orientation and timeous delivery
- Setting and delivering financial budgets
- Ability to communicate at all levels within the Port of Inverness as well as with customers and stakeholders
- Fully computer literate including project planning software programmes such as Microsoft Word, Excel, Project and ideally Primavera
- Capable of working in a regulated environment
- A knowledge of H&S in the workplace
- Full Driving Licence

Desired Criteria

- Asset management experience and the ability to deliver planned maintenance programmes
- A knowledge of lease renewals/rent reviews and property management
- A record of leading due diligence processes including legal, financial and HR
- Marine/Ports operation experience
- Digital Marketing experience
- Understanding of business insurance

- Knowledge of the Highlands and Islands



Application Process



Applicants should submit their CV together with a covering letter in support of their application to sinclair@portofinverness.co.uk by 1st March 2024.

All applicants must be currently eligible to work and live in the UK.

If you would like to discuss the port and its operations, please contact Sinclair Browne on either 01463 715715 or 07748 634493.

Fair Work/Equal Opportunities

The Port of Inverness is a fair work employer. The Port supports the development of a positive and inclusive working environment and organisational culture where all the workforce has rights to fair treatment, respect and continuous professional development.

It recognises and actively promotes the benefits of a diverse workforce and is committed to treating all staff members with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief.

We therefore welcome applications from all sections of the community.

Data Protection

The Port of Inverness obtains and processes personal data, including sensitive data, relating to your application. We are a data controller, this means we are responsible for deciding how we hold and use personal information about you as part of our application and selection process. For further information about our data protection standards and policy please contact us directly.