



## Job description

<b>Job Title</b>	Marine Pilot
<b>Service Area</b>	Marine

**Reporting to:** Deputy Harbour Master Pilotage

**Purpose of job:** Ensuring the safe and efficient navigational conduct of vessels in accordance with appropriate procedures, within the jurisdiction of Harwich Haven Authority, including to / from a normal place of boarding / disembarking where this may lie outside the jurisdiction of the Authority.

**Hours** - 39-day cycle. Each duty day is 24 hours, followed by 24 hours rest and then 24 hours off duty. This is repeated eight times, followed by 15 un-rostered days. Also 4 additional duty days annually, by agreement.

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### Harwich Haven Authority Core Competencies

**We expect you to:**

- Contribute personally towards the achievement of the five core organisational values – CRAFT (Collaboration, Respect, Accountability, Fairness and Transparency).
- Contribute personally towards creating an all-inclusive workplace culture.
- To personally take responsibility for using and managing resources effectively, efficiently and sustainably.

## Principle Accountabilities

1. To comprehensively plan every act of pilotage to be conducted, including liaison and cooperation with other operational team members and external stakeholders.



2. To conduct a thorough Master- Pilot exchange of all relevant information (and update as required through the act of pilotage), keeping VTS, the bridge team and other interested parties informed of the agreed plan, thus ensuring a shared mental model, while retaining Navigational Conduct of the vessel throughout the act of pilotage.
3. To prioritise safety and a duty of care to property, infrastructure and the environment throughout the act of pilotage.
4. To maintain communications as required (including appropriate VTS reports) and ensure compliance with the Authority's operational procedures.
5. To act as the Authority's representative on board, including in the event of an emergency.
6. To inform the Authority of any defects, deficiencies, sub optimal manoeuvres, near misses or incidents at the earliest opportunity.
7. Complete incident or marine reports as required by the Authority and co-operate fully with any relevant investigations.
8. To embark and disembark from vessels at ports other than those within the Haven, if required due to unplanned / unforeseen circumstances.
9. To assist with the training and development of others and advise on their progress.
10. To carry out other such duties as may be required by the marine management team.
11. Attend and participate in meetings or sit on committees that are relevant to Pilotage.
12. Pilots are expected to authorise to Senior Pilot and aim to become authorised to Pilot the largest vessels the Authority handles.



## Person specification

### We expect you to have:

- STCW II/2 (Master) Certificate of Competency or a RN equivalent qualification, although we will consider other suitably qualified candidates with relevant experience
- Recent experience in a seagoing and / or Pilotage role
- Valid ENG1 or ability to pass an ENG1

Skill groups	Skills we hope you have:
Role-specific technical skills	<ul style="list-style-type: none"> <li>• Recent relevant piloting or ship handling experience is desirable</li> <li>• Berthing / unberthing Tug Operation experience is desirable</li> <li>• Works effectively as part of a team</li> <li>• Ability to build and maintain effective working relationships both internally and externally</li> <li>• Ability to adapt to changing situations</li> <li>• Ability to communicate effectively</li> <li>• Strong planning skills</li> </ul>
Problem solving	<ul style="list-style-type: none"> <li>• Ability to work independently</li> <li>• Ability to make decisions based on own judgements</li> <li>• Comply with the Authority's policies and procedures</li> </ul>
Team working	<ul style="list-style-type: none"> <li>• Be able to work co-operatively with others to achieve shared goals and improve organisational performance, including the Authority's business goals</li> <li>• To work as part of a wider team, proactively sharing knowledge and lessons learned with Authority colleagues</li> <li>• Assist the Marine Managers as required with future training and development within the Authority</li> </ul>
IT Skills	<ul style="list-style-type: none"> <li>• Microsoft Office applications (Outlook, Word, Excel)</li> </ul>
Data Protection	<ul style="list-style-type: none"> <li>• Up to date knowledge and understanding of the principles of data protection legislation to ensure compliance.</li> </ul>
Health & Safety	<ul style="list-style-type: none"> <li>• Understand and carry out duties in a manner which is safe for yourself, colleagues and public in accordance with the Health &amp; Safety at Work Act 1974, in order to minimise the risk of injury / accident.</li> </ul>



**The following are any physical or special attributes that apply to this role:**

- Able to work flexibly to accommodate shift patterns and working overtime
- Continued Professional Development training will require you to stay away for multiple nights
- Able to work unsociable hours
- Able to pass and maintain a role-specific medical
- Able to meet the requirements of the UK's 'Right to Work' legislation.

