



**LYMINGTON  
HARBOUR**

# HARBOUR MASTER

Salary: £DOE

Are you an experienced marine professional looking for the next exciting step in your career? We have an exciting opportunity for a passionate and pro-active individual to lead marine operations.

## Job Summary

To lead the small but effective marine team in managing the delivery of marine operations services. Reporting to the CEO, duties will include:

- Managing and administering the Port Safety Management System and conducting investigations as required
- Ensuring compliance with statutory regulations and certification
- Line management responsibility for the Operations Manager and the marine team
- Supporting the CEO in project delivery

## Skills and Qualifications

- Hold a UK Harbour Master Certificate or ability and willingness to study to achieve this qualification
- MCA STCW Master, Chief Mate or OOW qualification
- Management and leadership experience in a marine environment
- Knowledge of PMSC Code
- A thorough understanding and application of modern risk assessment techniques
- Management of environmental matters in the marine sphere

## Benefits

- Competitive salary.
- 25 days annual leave.
- Generous contributory pension scheme.
- Discretionary bonus scheme
- Salary sacrifice Electric Vehicle scheme



We would welcome informal conversations about the role. Interested candidates should call Ryan Willegers (Harbour Master & Chief Executive) on 01590 672014.

**Applications to include a CV and covering letter including your salary expectations should be sent to [ryan.willegers@lymingtonharbour.co.uk](mailto:ryan.willegers@lymingtonharbour.co.uk).**

**The closing date for applications is 21<sup>st</sup> June 2024. The anticipated starting date is January 2025.**

# Job Description & Person Specification

## Our Business

Lymington Harbour is a Trust Port and is one of the UK's premier leisure boating destinations with 1,600 resident moorings and welcoming over 25,000 visiting boats each year. The harbour also hosts the terminal for the Wightlink Ro-Ro ferry service to the Isle of Wight which makes around 12,000 trips per year. It also supports many businesses, primarily related to maritime leisure, together with a small commercial fishing fleet.

The harbour is governed by nine non-executive Commissioners and the Chief Executive. Led by the Chief Executive, a permanent officer team of ten run the day-to-day business of the harbour, boosted by seasonal staff in the summer months. Following a review and as part of our succession planning arrangements, we are looking to appoint a full time Harbour Master.

You will join the harbour at a busy time as we seek to futureproof and develop our business operations. As part of the leadership team, you will play an integral role in growing the business through implementing the organisations vision and strategic objectives. Reporting directly to the Chief Executive, you will have responsibility for the leadership of the marine function and the management of the marine operations resources, including the budget. The marine team consists of five permanent full-time officers, supplemented by six seasonal officers between March and September.

## Duties of the Post Holder

- To regulate the harbour designated as a Competent Harbour Authority, Statutory Harbour Authority and Local Lighthouse Authority in accordance with The Pier and Harbour Order (Lymington) Confirmation Act 1951, harbour revision orders and other relevant legislation and guidance as highlighted in the PMSC.
- To assist the Chief Executive in keeping existing legislation under review to ensure it remains fit for purpose and to review new legislation and official guidance for implications on harbour operations.
- To deputise for the Chief Executive.
- To act as safety officer, developing and reviewing codes of conduct and guidance for staff and other harbour users and the management of the training and development of staff.
- To manage, administer and develop the Port Marine Safety Plan & Safety Management System based on a formal assessment of hazards and risks.
- To carry out internal audits.
- To ensure that the Chief Executive, Harbour Commissioners, and employees are kept informed of relevant safety management issues.
- To chair the authority's health and safety committee and to produce the agenda and supporting information for meetings.

- To investigate near misses, incidents and dangerous occurrences and enforce Lymington Harbour General directions in accordance with the enforcement policy. To ensure that corrective actions arising from incidents, accidents, audits, and inspections are implemented and proven for effectiveness.
- To work towards the continuous improvement of all aspects of marine operations.
- Responsible for the development, maintenance, implementation and exercise of the harbour emergency plan and oil spill response plan.
- Responsible for leading the harbours emergency response to incidents occurring within harbour limits, working with the Chief Executive and emergency agencies as appropriate.
- To ensure the safe operation of craft owned and operated by the authority.
- To develop and deliver an effective and efficient dredging and marine infrastructure maintenance and replacement programme including obtaining consents and licences where required.
- To discharge line manager responsibilities in accordance with the organisation’s policies and procedures as amended from time to time.
- To attend board meetings to report on marine safety and marine projects.
- To represent Lymington Harbour at meetings of the British Ports Association, UK Harbour Master Association and the Solent and Southern Harbour Master Association.
- To ensure prudent financial management.
- To assist in the development and delivery of the Harbour Commissioners environmental protection and improvement initiatives.
- To support the Chief Executive in the management and delivery of capital projects.
- Any other duties assigned by the Chief Executive from time to time. Such duties will be reasonable in relation to the jobholder’s skills, abilities, and status.

## The Ideal Fit

<p><b>Our Operation</b> <i>(Knowledge &amp; Experience)</i></p>	<ul style="list-style-type: none"> <li>• Previous marine management experience (including personnel management) with sound knowledge of maritime legislation.</li> <li>• Hold a UK Harbour Master Certificate or ability and willingness to study and undertake the learning to achieve the qualification.</li> <li>• Hold an MCA STCW Master, Chief Mate or OOW qualification.</li> <li>• Knowledge of the PMSC Code and the operation of a marine safety management system.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Understanding of oil pollution contingency planning, ISPS code, waste management procedures.</li> <li>• An understanding of relevant environmental legislation and the marine consenting process for dredging and marine projects.</li> </ul>
<p><b>Our Business</b></p> <p><i>(Practical Application) or (Management Principals) or (Leadership Attributes)</i></p>	<ul style="list-style-type: none"> <li>• Be a team player and an engaging leader of people.</li> <li>• Strong personal credibility, able to demonstrate the value of business management interventions and be able to promote these with authority.</li> <li>• An understanding of, and ability to balance, commercial and operational requirements.</li> <li>• Contribute to the strategic aims of the business whilst managing at the operational level.</li> <li>• Competent in liaising with external customers, government / statutory bodies, and other key stakeholders.</li> <li>• An understanding of financial planning and budget management.</li> <li>• Able to evaluate business practices to identify ways to improve productivity, reduce costs and make best use of business resources.</li> </ul>
<p><b>Our Team</b></p> <p><i>(People &amp; Behavioural Skills)</i></p>	<ul style="list-style-type: none"> <li>• Proven ability in motivating in engaging terms.</li> <li>• High standard of communication skills, both verbal and written.</li> <li>• A proactive approach to identifying solutions to problems.</li> <li>• Able to work on own initiative and as part of a team.</li> <li>• Able to apply good judgement and reasoning in problem solving and decision making.</li> <li>• Strong planning and organisational skills.</li> </ul>