

EXETER CITY COUNCIL
PERSON SPECIFICATION

COMMUNITY SAFETY & ENFORCEMENT
PLACE

HARBOUR MASTER

<u>SELECTION CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
<p><u>QUALIFICATIONS</u></p> <ul style="list-style-type: none"> • Class 1 Master Mariner or Royal Navy Equivalent (or an MCA approved Harbour Masters Certificate) 	✓	
<p><u>EXPERIENCE/KNOWLEDGE SKILLS</u></p> <ul style="list-style-type: none"> • 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 • Problem solving / responsibility experience • Dealing with the public – client focussed 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	

<ul style="list-style-type: none"> • Experience of managing time/workload • Ability to train and develop skills • Good telephone/radio manner and able to communicate effectively • Good oral & written communication • Able to work under pressure • Ability to prioritise work • Able to work outside of normal office hours 	 ✓ ✓ ✓ ✓ ✓ ✓ ✓	
<p><u>SPECIAL REQUIREMENTS/ATTITUDE</u></p> <ul style="list-style-type: none"> • Self motivated to carry out duties with the minimum of supervision • Calm/ patient • Sympathetic • Reliable, flexible, accurate. 	 ✓ ✓ ✓ ✓	
<p><u>OTHER</u></p>		

May 2018