

## MARINE OPERATIONS SUPERVISOR

**THA is seeking a Marine Operations Supervisor to join our team in an exciting period of growth, as we develop our Harbour and facilities.**

**Competitive Package and Salary dependant on experience and skills.**

### Person specification

- Positive, can-do attitude
- Excellent inter-personal skills
- Strong leadership and organisational skills
- Excellent communication and negotiation skills
- Ability to effectively perform and contribute to the team
- Must be self-motivated

### Purpose

1. To supervise day-to-day marine operations of the Harbour ensuring:
  - a. An efficient, compliant, and safe service is provided to users and customers within the harbour
  - b. Marine operations within the harbour are safe, efficient, and compliant
  - c. Vessel traffic control, operational coordination, compliance with maritime regulations, and harbour responses to emergencies are all effective
2. To act as the key liaison between harbour users and THA Management
3. To assist the HM in ensuring statutory requirements are met at all times
4. Ensuring THA's records are accurate and up to date
5. Enforcing the Harbour's Rules and Byelaws

### Deliverables / Outcomes

#### Supervision

- Supervision of outside workforce engaged in any marine related operations such as the use of harbour craft, fish quay operations, marina operations, lifting and launching operations
- Day to day supervision of all aspects of marine operations including marine safety, security (land based and marine) and environmental protection
- In the absence of the Harbour Master, act under both statutory and delegated powers on behalf of the Harbour Authority as the decision maker in relation to marine operation problems and issues

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- Promote best practice and positive attitude around other staff members in all aspects of the roles required at THA and demonstrate leadership skills

### Harbour Operations

- Ensuring the safe navigation of all vessels, commercial, fishing and leisure, within the harbour
- Effective berth planning & allocation and keeping accurate records
- Ensuring all persons using the Harbour can do so safely
- Control of permit systems and contractors working on THA properties / land
- Acting as on scene commander in oil spill response in the absence of the Harbour Master

### Maintenance

- Ensuring all marine infrastructure and moorings, marine plant, operating and safety equipment are maintained in good order by:
  - Scheduling and supervising all marine maintenance work by staff or contractors working on Harbour properties / land
  - Ensuring accurate records are kept and any faults are resolved promptly

### Compliance

- Assisting the HM to ensure THA's compliance by ensuring:
  - Staff comply with Health and Safety policies and practices and that they report any concerns / issues to the MOS in a timely manner
  - Thorough risk assessments are compiled, reviewed, and actioned
  - All H&S and Environmental records are kept up to date, reviewed and accurate
  - THA's Marina rules, Harbour policies and Byelaws are enforced
  - THA's compliance with relevant legislations and updates are actioned
- Planning and delivering emergency response exercises in conjunction with other Supervisors

### Service Delivery

- Engage regularly with customers, users, and the public, handling queries or issues in a timely and professional manner and report to the HM as required

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- Provide exceptional levels of customer service to users / stakeholders and THA's partners
- Collection and recording of harbour dues, face to face, telephone and virtual
- Ensure good housekeeping is practised by yourself and all staff throughout all harbour sites
- Collaborate effectively with other supervisors to ensure consistency of service provided in all areas of THA's operations

### **Vessel Lifting and Launching**

- Oversee and manage all vessel lift and launch activities, blocking vessels and the use of plant and machinery
- Plan daily/weekly work schedules and allocate resources effectively
- Monitor and ensure facilities, slips, safety and lifting equipment are maintained
- Oversee vessel cleaning, antifouling, painting, and basic maintenance works
- Coordinate specialist services (electrical, mechanical, rigging) with contractors
- Enforce health, safety, and environmental regulations
- Implement and enforce safe working practices and procedures for lifting, launching, and storing of vessels

### **Other Duties:**

1. Any other duties appropriate to the job as delegated by the Harbour Master.
2. Ensure compliance with THA's Data Protection Policy in the management, storage, and security of participant information
3. To actively promote and implement THA's ED and I policy within all aspects of the post
4. To undertake duties associated with THA's policies and procedures and business plan

### **In conjunction with The Harbour Master, you will also be responsible for:**

1. Implementation of Tarbert (Loch Fyne) Harbour Byelaws and Harbour Rules
2. Implementation of Tarbert (Loch Fyne) Port Marine Safety Plan and Safety Management System
3. Ensuring compliance with the Port & Marine Facilities Safety Code, ensuring Port Security and Safety
4. Operating an on-call service, handling the harbour duty phone, and answering out of hours calls
5. Participating in the weekend rota

### **Mandatory requirements:**



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- Ensure you are fully aware of the THA Oil Spill Pollution Control Plan and undertake the necessary training to ensure compliance.
- Emergency response: You may be called out at any time when you are off duty should an emergency arise within the area of Tarbert (Loch Fyne) Harbour Authority's jurisdiction.

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