



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

Competitive salary dependant on experience and skills.

Closing date for applications is Sunday 12th April.

- Post is full time permanent 35 hours per week typically Monday – Friday from 0900 - 1700
- There will be the requirement for occasional split shift working and the potential for occasional weekend working
- 33 days annual leave

Person specification

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

Purpose

- To support operations on the quay:
 - a. Ensure efficient communication with quay users
 - b. Ensure cleanliness of the quay and fishing equipment stored appropriately
 - c. Support quayside operations
- To act as a liaison between harbour users and THA Management
- Support other areas of the organisation when required
- To assist the HM in ensuring statutory requirements are always met
- Ensure THA's records are accurate and up to date
- Enforcing the Harbour's Rules and Byelaws

Deliverables / Outcomes

Harbour Operations

- Effective berth planning & allocation and keeping accurate records
- Ensuring all persons using the Harbour can do so safely
- Working adjacent to water
- Forklift operations
- Supplying fuel and ice to vessels
- General house-keeping duties

Maintenance / Inspections

- Daily, weekly and monthly inspections of the quay and associated properties
- Basic maintenance tasks
- Cleaning duties

Compliance

- Must comply with health and safety policies / practices and report any concerns / issues to the MOS in a timely manner
- Take part in conducting thorough risk assessments
- Assist management to ensure H&S and Environmental records are kept up to date, reviewed and accurate
- Ensure THA's rules, Harbour policies and byelaws are enforced

Service Delivery

- Engage regularly with customers, users, and the public in a professional manner and report any issues to the MOS as required
- Provide exceptional levels of customer service to users and stakeholders
- Accurate recording of fish landings, electric usage and fuel sales
- Ensure good housekeeping is practised by yourself, THA staff and users of the quay

Other Duties:



- Any other duties appropriate to the job as delegated by the Harbour Master
- Ensure compliance with THA's Data Protection Policy in the management, storage, and security of participant information as well as practising discretion with THA information
- Undertake duties associated with THA's policies and procedures and business plan
- Ensure emergency response equipment is in good working order and readily available

In conjunction with The Harbour Master and MOS, you will also be responsible for:

- Implementation of Tarbert (Loch Fyne) Harbour Byelaws and Harbour Rules
- Implementation of Tarbert (Loch Fyne) Port Marine Safety Plan and Safety Management System
- Ensuring compliance with the Port & Marine Facilities Safety Code, ensuring Port Security and Safety

Mandatory requirements:

- 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.