

Appendix 9: Job Descriptions

Designated person
Harbourmaster
Clerk/Admin Officer
Finance Officer

JOB DESCRIPTION

POST: Designated Person

REPORTS TO: The Gloucester Harbour Trustees (the Duty Holder)

FUNCTION OF POST: To act as the Designated Person for the Gloucester Harbour Trustees

DUTIES AND RESPONSIBILITIES OF POST

- 1 To act on behalf of the Trustees as the Designated Person for the Gloucester Harbour
- 2 To confirm that GHT has a safety management system consistent with the requirements of the Port Marine Safety Code (PMSC)
- 3 To ensure that the safety management system provides for an adequate risk assessment process which is regularly reviewed and updated
- 4 To ensure that GHT has in place adequate monitoring, recording and reporting procedures and that appropriate documentation is maintained and updated at regular intervals to meet the requirements of the PMSC
- 5 To carry out a regular audit of GHT's procedures and practices in relation to pilotage and conservancy and to report to the Trustees any deficiencies and inadequacies together with recommendations for any improvements necessary to ensure that risks are as low as reasonably practicable as required by the PMSC
- 6 To provide the Trustees with a written report on safety performance at their meetings and to attend those meetings when appropriate or when there are specific matters on which to report.
- 7 Not to disclose any confidential or commercially sensitive information except in the proper course of these duties.



JOB DESCRIPTION

- POST:** **HARBOUR MASTER / MARINE OFFICER**
- REPORTS TO:** GHT Chairman and Trustees
- FUNCTION OF POST:** To act as the Harbour Master and Marine Officer within the limits of the jurisdiction of the Trustees

A DUTIES AND RESPONSIBILITIES AS HARBOUR MASTER

To act on behalf of the Trustees as Harbour Master within the limits of the jurisdiction of the Trustees, under the powers set out in Schedule I, and to carry out the following duties:-

- 1 Ensure compliance with the Port Marine Safety Code through the regular review and implementation of risk management and safety management systems
- 2 Be responsible for controlling all marine emergencies within the Gloucester Harbour and for the issue of directions to shipping as necessary under such conditions
- 3 Exercise the Harbour Master's statutory powers of direction, prohibition, removal and regulation of vessels within the Harbour in accordance with GHT's safety management procedures.
- 4 Be responsible for the implementation and enforcement of the GHT's Byelaws.
- 5 Adjudicate when required on matters relating to navigational safety issues and Pilotage when there is a disagreement between the Duty Pilot and the Master of the vessel to be piloted or where consulted by the Duty Pilot.
- 6 Act as a panel member when required in relation to any examination, disciplinary investigation or hearing involving a pilot or holder of a pilot exemption certificate or an application for a pilot exemption certificate.
- 7 Promulgate as appropriate any statutory documents issued.
- 8 Arrange with GPP for the Relief Harbour Master to carry out the above duties and responsibilities when the GHT Harbour Master is unavailable.

B DUTIES AND RESPONSIBILITIES AS MARINE OFFICER

I NAVIGATION AIDS

- 1.1 Be directly responsible for the inspection, supervision and maintenance of the navigation aids within the Gloucester Harbour, informing all relevant organisations of known defects and action being taken for their repair.
- 1.2 Compile and submit the quarterly Trinity House PANAR returns and liaise with the Lights Inspector during annual visit and inspection.
- 1.3 Assist the appointed contractor with routine maintenance and defect rectification of lights, buoys, beacons and other navigation aids within the Gloucester Harbour.
- 1.4 Supervise and inspect any contract works as appropriate.

2. PILOT WATCH RADAR SYSTEM (PWRS)

- 2.1 Be directly responsible for the inspection, supervision and maintenance of the Pilotwatch Radar System (PWRS), informing all relevant organisations of known defects and actions being taken for its repair.
- 2.2 Liaise directly with Denbridge Digital (DD) on the conduct of remote engineering and defect rectification, assisting DD as required.

3. ENVIRONMENTAL & HARBOUR RESPONSIBILITIES

- 3.1 Act as the primary point of contact for environmental matters and liaise as necessary with English Nature (EN), Natural Resources Wales (NRC) and the Environment Agency (EA).
- 3.2 Keep abreast of environmental legislation affecting the European Marine Site (including the Habitats Directive) and advise the Trustees of matters affecting the Gloucester Harbour.
- 3.3 Liaise as required with appropriate environmental consultants.
- 3.4 Prepare and update as necessary the environmental checklist and process all applications for works within the harbour in accordance with the checklist.
- 3.5 Act in the interests of GHT within the Association of Severn Estuary Relevant Authorities (ASERA), and attend meetings and prepare information as required.
- 3.6 Act as the primary point of contact in all matters relating to the extraction of aggregates and other works within the harbour.

4. GHT PROPERTY MAINTENANCE

- 4.1 Deal directly or by contract with other suppliers and maintainers of equipment, craft, machinery and vehicles based at Sharpness, provided that any expenditure is within GHT's approved budget.
- 4.2 To maintain and order all spares and stores within agreed budgets and authorisation limits set by GHT and to be accountable to the Treasurer of GHT for keeping cost accounts and records of stores orders and ad hoc servicing.
- 4.3 To liaise with the appropriate utility companies, suppliers etc to ensure appropriate maintenance and upkeep of GHT's office premises at Sharpness.

5 PROVISION OF INFORMATION

- 5.1 Keep a record of maintenance and defects in relation to the PWRS, navigation aids and all property, equipment, craft, machinery and vehicles based at Sharpness and make the same available for inspection by GHT as and when required and produce a bi-monthly report for presentation to the Trustees Meeting.
- 5.2 To produce an Annual Works Programme and appropriate budgets for special and routine maintenance of the PWRS, navigation aids and GHT property for approval by the Trustees.
- 5.3 Prepare and update as necessary GHT's Emergency Procedures Plan and Oil Spill Contingency Plan.
- 5.4 To draft and circulate Notices to Mariners as necessary, and to ensure that any changes, events, etc, are communicated to official bodies (eg, UKHO) to ensure that official publications are kept up to date.
- 5.5 To maintain and update the GHT website.

6. AMBASSADOR & REPRESENTATIVE

- 6.1 Promote the image and interest of GHT and to represent GHT at meetings, conferences, seminars, etc as required and to report back as appropriate
- 6.2 Attend the bi-annual meetings of the Advisory Body, if required, and produce a six-monthly progress report for circulation with the agenda.

7 MISCELLANEOUS

- 7.1 Undertake such other reasonable duties and responsibilities as the Chairman or GHT require

SCHEDULE I

STATUTORY POWERS

- (1) To exercise the Harbour Master's statutory powers of direction prohibition removal and regulation of vessels within the Harbour taking account of the following:

Harbour Docks and Piers Clauses Act 1847
Sections: 52, 56, 57, 58, 59, 61, 63, 64 & 65

GHT Byelaws
Byelaws number: 6(1), 10 and 16

Dangerous Vessels Act 1985
Section 1

Dangerous Substances in Harbour Areas Regulations 1987
Regulations: 7, 14, 20 & 22

Merchant Shipping Act 1995
Section 144

- (2) To board and inspect vessels as required in pursuance of the statutory duties listed in paragraph (1) above taking account of the following:

GHT Byelaws
Byelaw number: 17

Merchant Shipping Act 1995
Section 259

- (3) To act upon statutory notifications received pursuant to the following legislation:

GHT Byelaws
Byelaws number: 4, 5(1), 7 & 13

Dangerous Substances in Harbour Area Regulations 1987
Regulation: 6

The Merchant Shipping (Reporting Requirements for Ships carrying Dangerous or Polluting Goods) Regulations 1995

- (4) A reference to an Act of Parliament shall include any statutory modification, extension or re-enactment of the same for the time being in force and shall include all orders, regulations, byelaws and directions made, issued or given under that Act or deriving validity from it.

JOB DESCRIPTION

POST: Administrative Officer and Clerk to the Trustees

REPORTS TO: Chairman and Trustees

DUTIES AND RESPONSIBILITIES OF POST

- 1 To service meetings of the Trustees including
 - a) the preparation and circulation of the agenda and accompanying reports and papers in consultation with the Chairman
 - b) the preparation and circulation of the minutes in consultation with the Chairman
 - c) the implementation of those decisions of the Trustees allocated to the Clerk.
- 2 To service, in a like manner, meetings of the Gloucester Harbour Advisory Body and any other meetings instigated by the Authority.
- 3 To act as a channel of communication for the Authority with outside bodies and organisations and to ensure that relevant correspondence is placed before the Trustees for a decision.
- 4 To arrange for the safe custody of the records of the Authority including all deeds and documents.
- 5 To be responsible for the safe custody of the Authority's official seal and Seal Register and for affixing the official seal to approved documents.
- 6 To regularly review the various policy documents of the Trustees and make recommendations to the Trustees on any improvements or updating required.
- 7 To ensure that all administrative matters of the Authority are dealt with in an economic, efficient and effective manner.
- 8 To provide administrative support to the Finance Officer and assist with routine entries on the Sage accounting system under her supervision
- 9 To assist the Finance Officer in the preparation of the Annual Report
- 10 To assist the Harbour Master in the administration of the Pilotage Service, including the issuing of pilots licences and pilotage exemption certificates and the preparation of routine invoices for pilotage services under his supervision
- 11 To undertake such other reasonable duties and responsibilities as the Chairman or Trustees require.
- 12 Not to disclose any confidential or commercially sensitive information except in the proper course of his or her duties.

- 13 Not to undertake any paid work or accept any honorary position which leads or could lead to a conflict of interest.

JOB DESCRIPTION

POST: Finance Officer

REPORTS TO: GHT Chairman and Trustees

DUTIES AND RESPONSIBILITIES OF POST

- 1 To maintain and manage the Sage accounting system
- 2 To check and pay all invoices
- 3 To ensure all income due to GHT is invoiced and collected promptly
- 4 To maintain the various bank accounts
- 5 To maintain the monthly VAT account
- 6 To maintain the insurances of GHT
- 7 To maintain the payroll system and pay monthly salaries
- 8 To prepare annual and revised forecasts
- 9 To prepare all financial reports necessary for Trustees' meetings
- 10 To prepare the final accounts and submit to the auditors
- 11 To manage the Trustees' investment portfolio
- 12 To liaise with all third parties with whom the Trustees have financial dealings
- 13 To provide financial advice as required to the Trustees
- 14 To undertake such other reasonable duties and responsibilities as the Executive Chairman or Trustees require.
- 15 Not to disclose any confidential or commercially sensitive information except in the proper course of his or her duties.
- 16 Not to undertake any paid work or accept any honorary position which leads or could lead to a conflict of interest.