

## **Quay Assistant/ Cleaner - Port Service**

**Salary: Band 5 - £25,652 to £27,363 pa (including allowances £37,864.85 to £40,390.45)**

**Hours: An average of 43.16 hours per week (including weekends and Bank Holidays). The shift pattern is 4 early shifts (0545 to 1455) followed by 2 days off, 4 late shifts (1440 to 2400), followed by 2 days off. This post is one of a team of twelve Quay Assistants (in 3 gangs).**

### **The Service:**

Portsmouth City Council controls all its maritime activities through the Port Service.

Portsmouth International Port (PIP) comprises the Continental Ferry Port (CFP), Flathouse and Albert Johnson Quays and the Camber.

### **What is the role?**

Based at Portsmouth International Port, and reporting to the Berthing Master, the main duties of the role is the berthing and slipping of ships, conducting linkspan safety watches, general cleaning and other operational duties at Portsmouth International Port (PIP).

### **The main duties are:**

- Berthing and slipping of ships including all associated equipment and handling.
- Maintenance of quayside and all related equipment.
- Cleaning duties throughout PIP including use of machinery if required.
- Loading, unloading, stores distribution and baggage handling as directed.
- To assist the Berthing Master as directed in their routine tasks.
- to comply with all PIP and Portsmouth City Council policies and procedures, also all quality standards.
- To undertake any other reasonable tasks management requests.
- To deliver sufficient service as expected by Portsmouth City Council and PIP.

**This is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing needs of the service, or as reasonably requested by the supervisor/ line manager.**

### **Who is the person?**

- Having a good knowledge of seamanship skills and be competent in the use of ropes and heaving lines would be beneficial.
- You should be trained and competent in manual handling techniques.
- Previous, experience of the berthing and slipping of vessels would be beneficial.
- You should have an awareness of the Health & Safety at Work Act.
- You must be customer focused and be able to demonstrate your ability in communicating with people at all levels within the organisation as well as with external customers, port users and the general public.
- You should be happy to work shifts, you should be able to work outdoors in all weathers and be confident working alone as well as part of a team.
- You must be physically fit and healthy and able to swim short distances.
- Experience in the operation of linkspans and quayside equipment would be beneficial.
- Experience in firefighting and lifesaving procedures would be beneficial.

**If you have any questions, or would like an informal discussion about the role, please call our duty Berthing Master on 02392 855932 or email [berthimgmastersmail@portsmouth-port.co.uk](mailto:berthimgmastersmail@portsmouth-port.co.uk)**

When completing the application form, please thoroughly tailor your application to the 'Who is the Person' points with the use of examples from your experience. This might be through qualifications or descriptive examples from your work / personal experience. This is really important we will shortlist for interview / assessment based on the information you provide.

Previous applicants need not apply

All employees and third parties working at the Portsmouth International Port are subject to the Substance Misuse - Drug & Alcohol Testing Policy and the Port reserves the right to carry out with cause and random testing. In line with Home Office requirements, employees must also register their personal details on the government's central database, Access Pass Holder Information Distribution System (APHIDS), as without this registration employees will be denied entry to the Restricted Area (RA) of Portsmouth International Port.

#### **General Data Protection Regulation (GDPR)**

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can - Official - withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.