



## **Port Control Officer (Portsmouth International Port)**

**Salary:** Band 6 - £28,239 - £32,061 p.a. (including allowances £43,688 to £49,601 p.a.)

**Hours per week:** An average of 43.2 hours per week (including weekends and bank holidays) worked over a shift pattern that covers 24 hours a day, 7 days a week

**Location:** Portsmouth International Port

**Contract type:** Fixed Term Contract/Secondment for 3 months

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

Based at Portsmouth International Port (PIP), this post is one of a team of four Port Control Assistants who maintain a central communication / monitoring and information service for the Port covering vessel movements and all operations as well assisting with overall security within Portsmouth International Port.

The main duties are, but not limited to:

- To provide a central communication point encompassing all aspects of communication - written, verbal, telephones, radio, PIDs and on-line etc.
- To record and organise all information in line with PIP requirements and quality systems e.g. shipping movements, Pilotage requests, logs, records, diaries etc.
- To maintain radio watch and all duties associated with shipping, Pilotage, vessel movement, record keeping etc.
- To perform security duties as required by PIP including Terminal Building, alarms, CCTV monitoring, car parking, issuing passes etc.
- To have a working knowledge of all PIP emergency plans and procedures.
- To provide proactive liaison with all Port Users eg. shipping companies, statutory authorities, contractors, etc as required.
- Are required to comply with all PIP and Portsmouth City Council policies and procedures, also all quality standards.

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

- You need a good understanding of maritime security legislation.
- You should be able to demonstrate your knowledge of emergency procedures and what action you need to take in the event of an incident.
- You must have a flexible approach to work with the ability to co-ordinate and prioritise a wide range of issues.
- Good computer skills using a variety of software packages.



- Excellent interpersonal and communication skills along with customer service skills, be customer focused and be able to demonstrate your ability in communicating with people at all levels including the public, accurate spoken and written English.
- You should have experience of maintaining a central communication service, including dealing with telephone and personal enquiries, distribution of post, issuing keys and updating logs / records / diaries.
- You need to have an understanding of the reporting procedures for shipping movements in general, with a good working knowledge of Portsmouth Harbour.
- Possession of a VHF radio license or equivalent is essential for this job.
- An understanding of Lloyds Registry of Shipping, AIS and similar marine based applications would be an advantage.

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

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

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our [careers portal](#).