

## **FREIGHT SECURITY ASSISTANT – Permanent Contract**

**Salary: Band 6 - £14,790.81 – £16,792.97 pa (Including allowances £15,900.12 - £18,052.45 pa)**

**Hours: 20 hours per week working a shift pattern consisting of 4 early shifts 0700 to 1200, weekend off, 4 late shifts 1500 to 2000 weekend off, covering operations over a rolling 4-week period. There is a weekday day off which will change periodically in line with shipping companies' seasonal schedules. There will also be opportunity for overtime to assist with the covering of 24/7 operations.**

### **The Service**

Portsmouth City Council controls all its maritime activities through the Port Service. Portsmouth International Port (PIP) comprises the Cruise & Ferry Port (CFP), Flathouse and Albert Johnson Quays and the Camber.

As a service we take pride in our work by valuing others, focusing on what's important so that we make a real and positive difference.

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

Based at Portsmouth International Port (PIP), and reporting to the Terminal Supervisor, the role works within the freight related areas of the Port, both within gate houses and outside within all areas of the Port.

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

- To control the entry and exit of vehicles to and from the Port via the site's freight gates and as and where directed, elsewhere. This may include working alone or as part of a team.
- To ensure that all export freight is weighed in accordance with customer expectations.
- To provide security services as required by PIP including but not limited to searching, passes, data processing and site rounds, this may include working alone or as part of a team.
- To manage, marshal/park and monitor traffic and freight units on site.
- To operate the Ports freight software solutions and systems to fulfil the requirements of the role.
- To assist and support the Terminal Supervisor as directed in their routine tasks.
- Required to be proficient in all skills and competencies needed to carry out the duties of the post.
- Required to be proficient, to obtain the training specification for the post of Terminal Supervisor within an agreed period.
- Provide proactive liaison with all Port Users: shipping companies, statutory authorities, contractors, etc. as required to enable the smooth operation of the Freight Gate complex.
- Required to comply with all PIP and Portsmouth City Council policies and procedures including all current quality standards.
- Undertake any other tasks that may reasonably be allocated by PIP.
- Deliver a sufficient level of service as expected by Portsmouth City Council and PIP.



- Where required, drive Port/PCC vehicles as part of your duties.
- You would also be expected to play an active part in promoting a safe and secure working environment.

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?**

- 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 and the general public.
- You must be able to demonstrate knowledge of, and how to apply, Portsmouth City Councils' core values.
- You need a good standard of education.
- You must be computer literate and be competent in data entry, as well as the use of different software solutions and systems and be able to demonstrate this.
- You need to be able to develop a good understanding of current Port security legislation.
- You need to be able to develop an awareness of the regulations for the transportation and storage of dangerous goods and hazardous cargoes.
- An understanding of both freight control and the marshalling of passengers and traffic would be advantageous.
- You should have an awareness of the Health & Safety at Work Act
- You must be capable of working alone and as part of a team and be able to demonstrate this.
- You should be capable of working both indoors and outdoors in all weathers and be able to demonstrate this.
- You should be a good problem solver and be capable of working through problems to provide solutions for both your Supervisor and others within the freight team.
- Ideally you will hold a clean, full UK driving license, or at least be undertaking lessons to attain this within a reasonable period.
- A good knowledge of the local area would be advantageous.

### **Additional information:**

If you have any questions, or would like an informal discussion about the role, please call our duty Traffic Supervisor on 02392 855931 or email [freight@portsmouth-port.co.uk](mailto:freight@portsmouth-port.co.uk)

**All employees and third parties working at the Portsmouth International Port are subject to a Substance Misuse - Drug & Alcohol Testing Policy and the Port reserves the right to carry out with cause and random testing.**

**It is now standard practice for the Port to conduct Drug & Alcohol testing at the preemployment stage. This will be conducted prior to starting wherever possible.**

### **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 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.