



Berthing Master

Salary: Band 7 - £32,061 to £36,363 p.a.

17% shift allowance - £5,450.37 to £6,181.71 p.a.

Contractual overtime: £11,679.22 to £13,246.35 p.a.

Stand-by, callout: £2,622.12 p.a.

(Gross pay including allowances £51,812.71 to £58,413.18 p.a.)

Hours per week: An average of 44.33 hours per week (including weekends and bank holidays) worked over a variable shift pattern covering operations. The role has a requirement for working outside of core shifts and being on stand-by when working PM shifts. At times there may also be a need for night working.

Location: Portsmouth International Port

Contract type: Permanent

The Service:

Portsmouth City Council (PCC) 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. Our values are outlined in our Values & Behaviours and if they reflect who you are and how you work then this could be the role that meets your expectations.

What is the role?

Working as one of a team of Berthing Masters, the role requires you to supervise all berthing and slipping of vessels as directed, along with all associated Linkspan and quayside equipment and use of port infrastructure. This includes supervising all associated staff and contractors, ensuring operations are delivered in a safe, secure & environmentally sound & efficient manner. In addition, the role will require you to oversee the cleaning & waste operations within the Port Service.

The main duties are, but not limited to:

- Responsible for the supervision of designated staff (port and contract) to include but not limited to arranging manpower requirements, HR aspects and training, as required and defined by Portsmouth International Port (PIP).
- Responsible for the supervision & reporting of the berthing and slipping of ships, all associated Linkspan and quayside activities including but not limited to water supply, lay-by dues and related clerical duties etc.
- Ensure safety at all times is upheld during the secure & environmentally sound & efficient running of operations, as directed by the Duty Port Operations Manager and their assistants, in meeting the goals of the ports senior management team and delivering on all customer & stakeholder requirements.
- Responsible for conducting defect and safety checks and reporting, to ensure the safe operation and condition of areas & infrastructure under the control of the Berthing Masters.
- Responsible for the cleanliness of all public areas, quays, building and facilities of the PIP and associated records etc.

- Required to comply with all PIP and PCC policies and procedures, also all quality standards.
- Maintain checks & ordering of relevant stores/stock that are under the control of the Berthing Masters, and ensuring that any budgets set, are not exceeded.
- Respond to all security & emergency situations on the Port and in areas of its responsibility, as per port emergency and contingency plans.
- Ensuring that any legal requirements of the port services operation are met, this includes, but is not limited to, adherence with the ISPS code & compliance with the ports waste management plan, according to the 'Port Waste reception facilities & management planning and general waste handling & disposal across site.
- Work closely with the roles of 'Terminal Supervisor' & 'Cruise & Operational Support officers', to provide efficient port operations.
- Control, oversee & assist with training of operational staff, contractors, and stakeholders.
- Undertake formal, informal, on and off-site training.
- Remain proficient in skill & capability to carry out the duties of the role, including port control activities, in times of short notice/unplanned absence.
- Provide proactive liaison with all port users including shipping companies, statutory authorities, agents & contractors etc.
- Keep the DPOM and or assistant up to date with port operations, operational challenges, changes and communications from port users.
- Support with reviewing of procedures and practices to ensure that they remain relevant and up to date.
- Support with the compilation and reviewing of associated Risk Assessments and Safe Systems of Work.
- Lead on staff briefings, toolbox talk sessions and initial incident investigations in your area of responsibility, including interviewing staff & contractors, as required.
- Monitor and manage the ports contractor control, permit to work system and contractors working on site.
- Assist with financial reporting, budgetary control, and invoicing.
- Support as required on recruitment for posts that are directly line managed.
- Any other duties that may be reasonably required.

Who is the person?

You must have:

- A background in a port or similar environment across operational areas and activities, with experience at supervisory level.
- Have proven record of supervising and supporting employees with both professional and personal aspects, including escalation process'.
- Hold or be in the process of completing a 'Managing Safely' Health & Safety course, or course of equal or higher standing.
- Good working knowledge and understanding of DGHAR and ISPS code.
- 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.
- The ability to work as part of the wider team but also use own initiative to take control of situations effectively, efficiently and calmly.
- Be capable of critical thinking, decision making and time management.
- Flexible in your approach to work tasks, to meet the demands of the business.



- VHF license holder.
- Experience in working outdoors in all weathers, as the role will entail significant amount of outside working.
- Be resilient and able to work in a high demand, service delivery led environment.
- Be fit and able to work in a high-risk environment and of conducting safety critical working such as 'At Height' and wearing safety equipment such as 'Fall Arrest harness', be capable of working on foot for extended periods.
- Hold a valid and clean, full UK driving license.
- Ability to work a shift pattern over a 24hr period and be flexible with regards to working duties & hours.

Desirable:

- Financial awareness and capable of managing costs to budget demands.
- A demonstrable history of personal and professional development.
- A desire to progress through formal and informal training and development.
- Maritime experience working afloat.

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

The role will require supplied uniform to be worn at all times, as well as personal protective equipment as directed by the service and in line with required safe systems of work and risk assessments.

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](#).