



FREIGHT SECURITY ASSISTANT – Permanent Contract

Salary: Band 6 - £28,239.00 – £32,061.00 pa (Including allowances £43,688.33 - £49,601.31 pa)

Hours: An average of 43.31 hours per week (including weekends and bank holidays) worked over a variable shift pattern covering 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. Our values are outlined in our Ways of Working 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?

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 processed 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.

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

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

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)

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](#).