

# Job Description



<b>1</b>	<b>JOB DETAILS</b>	<b>DEPARTMENT</b>
	Job title: <b>Pilotage Support Officer (PSO)</b> Grade: <b>5</b>	Reports to: <b>Deputy Marine Pilotage Manager (DMPM)</b>  Date created: <b>April 2019</b>

**2**    **JOB PURPOSE**

Provide general support to the Marine Pilotage Manager & Deputy, provide statistical and performance analyses, deliver management reports, maintain records and agree Pilot Payroll variables as require. Also to liaise with the Pilots, other departments and Suppliers reference equipment for pilots such as VHF radios, PPE, iPads, pilot navigation software on iPads (Passage Plan, SEAIq) etc. Supervision of the Pilot Co-ordinators and equipment. Support the DMPM with implementation of Pilot Recruitment & Training regime, monitor pilot progression and liaise with pilots.. Operate the Ship Manoeuvring Simulator to assist with the delivery of pilot/PEC simulator training. Carry out the duties of the Pilot Co-ordinator when required.

Management of your own responsibilities working as part of a team within the Pilotage Department which sits within the Chief Harbour Masters team to support the MPM and Deputy in the delivery of a safe, efficient and economic Pilotage Service for an extended Estuarial Commercial Port. The service operates 365 days a year and 24 hour a day and is unpredictable throughout the period. Failure to provide a prompt service has significant fiscal consequences to the customer and creates reputational damage to the Port itself.

You will be working alongside another PSO on an equal level but with variations in daily working requirements to support the needs of the day-to-day operations of the pilotage service.

**3**    **JOB DIMENSIONS**

**Financial**

- **Group:**                    PLA turnover £53m
- **Departmental:**        Budgeted cost of operation £ 16.4 m  
   Budgeted revenue £21.7m

**Staff Responsibilities**

- Direct shared responsibility for the Assistant Pilotage Support Officer.

#### **4 KNOWLEDGE, SKILLS AND EXPERIENCE**

- High level of numeracy, competency in IT applications (MS Office and other marine software), data processing and analysis skills ideally gained in a Port or Marine environment in order to produce statistical and performance analysis, agree Pilot Payroll variables and deliver management reports.
- Experience of budget and contract preparation, negotiation and management.
- Knowledge of training matrices and confidence in communicating with training suppliers
- Ability to discuss and investigate Health & Safety matters
- Ability to create and maintain accurate records.
- Experience of Pilot navigation software beneficial.
- Previous experience of using or operating a Ship Manoeuvring Simulator would be beneficial but training will be given.
- Proactive, innovative approach to working smarter and identifying efficiencies.
- Personal resilience and high drive to succeed.
- An understanding of the overall makeup of the business end to end, its drivers, systems and internal / external influences.
- Comprehensive knowledge of pilotage legislation and best practices is beneficial.

#### **5 KEY ACCOUNTABILITIES**

- Work in conjunction with the other PSO to provide general support to the Deputy Marine Pilotage Manager with assistance provided by the Assistant Pilotage Support Officer.
- Reporting to DMPM who in turn reports to the MPM or direct to the Chief Harbour Master (main Board Member) in the absence of the MPM.
- Any other duties required by Management for the efficient and safe running of the department.

#### **6 COMMUNICATIONS AND WORKING RELATIONSHIPS**

- To maintain good and effective communications with internal colleagues and external suppliers alike.

- Works in close conjunction with VTS, Navigation Systems and the IS Department to ensure a seamless Pilotage operation and to ensure optimal use of PLA central systems.

## **7 DECISION MAKING AUTHORITY**

- On all matters under your area of responsibility.

## **8 REPORT PREPARATION**

Various, including monthly performance statistics and trends.

## **9 HEALTH & SAFETY**

- You are responsible for taking care of your own health and safety and that of colleagues and others who may be affected by what you do (or do not do). Co-operate with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare.
- Random alcohol and drug testing will be carried out on all members of staff.
- You will be tested for alcohol and drugs in cases where a workplace accident or in any incident that is reportable to an enforcement agency. Testing will also be carried out where management has grounds to believe or suspect that you may be under the influence of alcohol or drugs. This is known as 'with cause' drug or alcohol testing.

## **10 AUTHORISATION DETAILS**

Prepared By: Dave Newbury

Date: April 2019

Authorised By: \_\_\_\_\_ Date: \_\_\_\_\_

## **11 JOB HOLDERS RECEIPT**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_