

Port of London Authority

Job Description

1. JOB DETAILS

DEPARTMENT

Job Title : VTS Officer

Reports To : Harbour Master (SMS & VTS) & VTS Operations Manager

Grade : 7

Date : 06/08/18

2 JOB PURPOSE

To ensure the safety and efficiency of navigation and the protection of the marine environment within the VTS limits of the Port of London in accordance with the requirements of the Port Marine Safety Code, the PLA's Navigational Safety Policy and departmental procedures.

VTS officers are responsible for establishing and maintaining a vessel traffic image and facilitating timely interaction with vessel traffic to ensure the safety of navigation within the VTS area of responsibility.

3 JOB DIMENSIONS

Financial

Departmental:

Managed budget £2.7 million

PLA turnover (contributory):

£58 million

Staff Responsibilities

- Nil

Based at PCC Gravesend or TBNC Woolwich but may be required to work from other PLA sites or customer sites as directed and required.

4 ORGANISATION CHART ATTACHED

5 KNOWLEDGE, SKILLS AND EXPERIENCE

Extensive Local Area Knowledge including PLA Byelaws (includes International Regulations for Preventing Collisions at Sea) and Directions. A comprehensive knowledge of the river and estuary is required.

Use and interpret computerised VTS traffic image display equipment to provide a Traffic Information Service (INS), a Traffic Organisation Service (TOS) and a Navigational Assistance Service (NAS) as appropriate to Masters and pilots navigating the VTS area.

Sound communication skills. Expert in use of standard marine navigational vocabulary

and message markers. Ability to communicate with river users, emergency services and members of the public in routine and non routine circumstances.

Maintain currency in VTS through regular refresher training, simulator training, continuous professional development (CPD), VTS annual assessment and, at 5 year intervals, revalidation of the MCA VTS Certification Logbook.

Hold a valid V-103/1 VTS qualification with a valid MCA VTS Certification Log, or, possess marine qualifications such as STCW or relevant professional qualifications in a comparable industry.

On completion of training hold a valid V-103/1 Operators/Simulator Certificate, a V-103/3 Local Endorsement and MCA VTS Certification Log Book.

6 KEY ACCOUNTABILITIES

Ensure the safe and efficient delivery of a VTS Information Service, Traffic Organisation Service and Navigational Assistance Service (as defined by IALA) as appropriate to the area of operation ensuring that all adopted standard operating procedures are adhered to.

Monitoring and regulating marine traffic to ensure compliance with all local, national and international regulations.

Operate and monitor equipment for communications, data collection, data analysis and establishment of a vessel traffic image.

Control and coordinate the movements of the Harbour Servicer Launches to facilitate the safe movement of vessels as required within the port.

Respond to marine incidents and initiate/implement emergency procedures including liaison with emergency and allied services as appropriate.

Maintain a log of all incidents/accidents and all other relevant events occurring within the area of responsibility.

Report VTS equipment deficiencies to the Duty Port Controller/VTS Supervisor and submit ServicePortal and rectification reports as required.

Provide support to the Shipping Coordinators as required by VTS operational procedures.

Respond to marine incidents and initiate/implement emergency procedures. Act as PLA Bronze as required.

Undertake/facilitate technical and professional training as required.

Any other duties assigned by the manager or supervisor from time to time. Such duties will be reasonable in relation to the jobholder's skills, abilities and status.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variations may also occur to the duties and responsibilities without changing the general character of the post.

7 COMMUNICATIONS AND WORKING RELATIONSHIPS

Extensive with the general public, river users, berth operators, emergency services, PCC and senior management, as well as Harbour Patrol service. Ensuring a professional image of the Port of London is promoted at all times.

8 DECISION MAKING AUTHORITY

VTSO's are authorised to provide following VTS services to river users

Traffic information service

Traffic organisation service

Navigation assistance service

9 REPORT PREPARATION

Responsible for the preparation and publication of various internal routine and ad-hoc reports as required by the role.

10 HEALTH & SAFETY

All staff are responsible for complying with rules and regulations governing employment by the PLA, and are obliged to assist the PLA to comply with all statutory and regulatory provisions, including a duty of care for their own health and that of others.

You will be tested for alcohol and drugs in all cases where you have had any involvement in a workplace accident or in any incident that has caused or could have caused a danger to health or safety. 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 'for cause' drug or alcohol testing

Random alcohol and drug testing will be carried out on all members of staff.

11 AUTHORISATION DETAILS

Prepared By _____ Date _____

Authorised By _____ Date _____

12 JOB HOLDERS RECEIPT

Name _____ Date _____

Signed _____ Date _____