



SAUNDERSFOOT HARBOUR

and the

Wales International Coastal Centre

Harbour Manager

Role: Full Time

Salary: £30k - £35k

Saundersfoot Harbour Commissioners have led a substantial investment strategy to develop the existing harbour facilities, as well as a £10 million redevelopment of its land-based assets, to establish the Wales International Coastal Centre. To support these new facilities, the Harbour is seeking to employ a Harbour Manager to join its skilled team, who will be responsible to the Chief Executive Officer and work in partnership with the onsite team manager to develop both the Harbour and the new Wales International Coastal Centre facilities as a benchmark facility for Wales.

Experience/Skills

The ideal candidate will have relevant skills and experience in the majority of the following areas:

1. Held a previous post at either senior operations level, team leader or management level within the marine industry.
2. Possess an industry-based qualification within Ports / Harbour or Marine Leisure.
3. Previously managed operational facilities in compliance with national policies and legislation relevant to the role such as Port Marine Safety and marine environment issues.
4. Has developed and enforced regulations such as bye laws, harbour regulations, water safety, and Notices to Mariners.
5. Experience in monitoring and maintaining maritime and shore-based assets and equipment, such as moorings, quay berths, and commercial and recreational craft, to ensure compliance with the Port Marine Safety Code.

6. Has experience in planning, organising, and co-ordinating teams of staff and external contractors.
7. Managing environmental issues and incidents such as chemical spills, as well as waste management control in conjunction with current legislation.
8. Liaison with government organisations such as NRW / MCA / HSE and the Emergency Services.
9. Developing strategies to increase productivity and income; producing monthly financial reports as part of overall business management accounts; monitoring results to achieve the required financial targets; and using CMS / databases for both income and expenditure analysis.
10. Results orientated, with a commitment to quality and timely delivery. Demonstrates high levels of personal energy and enthusiasm, generating the same in the individuals with whom they work.
11. Good written and verbal communications skills, and a high level of proficiency in Microsoft Office including, but not limited to, Word, Access, Outlook, PowerPoint and Excel and other specialised CMS packages.
12. Active and supportive team leader, the post holder will promote excellent customer service in an efficient and professional manner.

Duties

In support of the Harbour's Chief Executive Officer, the Harbour Manager will undertake the following duties, and any others that may be relevant to the safe and productive operation of the commercial, leisure and tourism destination:

- Manage Saundersfoot Harbour's marine facilities which operate 365 days a year.
- Manage the harbour in compliance with national policies and legislation relevant to the role, such as the Port Marine Safety Code and marine environment issues.
- Responsibility for maritime functions to include byelaw enforcement, Harbour Regulations, water safety and Notices to Mariners.
- Monitor and maintain all maritime and shore-based assets and equipment within the Harbour, and ancillary land-based assets.
- Plan, organise, control and co-ordinate of all work and activities within the marine operation including moorings, quay berths, commercial and recreational craft to ensure compliance with the Port Marine Safety Code.
- Oversee on-site contractors and permits to work.
- Undertake effective incident management and liaison with the NRW / MCA / HSE and Emergency Services when necessary.
- Prepare and manage the Harbour's oil spill response plan and directing clean-up of any oil or other pollution incident in accordance with all relevant regulations.

- Ensure the overall tidiness and cleanliness of the harbour, to include delivery and operation of a proactive plan for waste management in conjunction with current legislation.
- Comply with and ensure the compliance of others to the HSE's Health & Safety Policy.
- Identify and report on opportunities to further improve financial performance.
- Support the Finance and Administration Officer in the preparation for submitting monthly and annual accounts, submitting management accounts, and monitoring results to achieve the required financial targets.
- Manage cash takings and collection, which includes car park takings.
- Liaise with stakeholders and users of Saundersfoot Harbour, including other government and non-government agencies, and attending meetings and deputising for the CEO.
- Network with other harbours, ports and professional bodies to ensure up to date knowledge of current trends within the industry.
- Support the CEO with the delivery of current and future developments and facilities.

The candidate should also hold a full Driving Licence.

To apply, please send your CV to cmills@saundersfootharbour.co.uk

Closing date: Monday 27 June 2022 (12 noon).