



Marine Supervisor

Job Summary

Responsible To	Line Manager: Team Manager Quayside Operations Matrix Manager: Portmaster
Job Purpose	Maximising the customer experience by coordinating, supervising and assisting in the safe and efficient communication, movement, mooring and unmooring of vessels within the Port of Felixstowe and managing the operation of the Marine environment in accordance with local instructions and the Port Marine Safety Code. Preventing and responding to marine incidents, emergencies and instances of pollution

Description of Duties

Primary Functional Objectives of the Role	<ul style="list-style-type: none"> On shift, focal point for all Port of Felixstowe marine related activities and stakeholders: To ensure the traffic programme meets all customer requirements and that full communications between all interested parties are maintained throughout. Focal point for the arrival countdown process for all vessels ensuring mooring provision and knowledge of and also influencing the arrival of the vessel and start-up of operations are aligned through efficient but safe marine handover procedure, also prepare the quay for all planned vessel arrives, i.e. crane location, boom positioning adjacent vessels (cross mooring lines) Focal point for the departure countdown process for all vessels ensuring mooring provision and knowledge of and also influencing the close down of the vessel operation is aligned to pilot order time, also review bollard and mooring rope deployment prior to and on completion of vessel movements, ensuring the operational berth plan remains up to date. Responsible for the communication to all key stakeholders of all activities and variance of timings throughout the vessel port stay/adventure. To respond to marine incidents and emergencies according to relevant emergency plans. To ensure the safety of all persons involved in all marine operations, assess marine risks and hazards for each vessel aligned to the continuous improvement of safety at all times. Act as representative of the Statutory Dock Master in accordance with relevant legislation and act on their behalf when required. To maintain and keep required records. To protect and preserve the environment and marine associated assets. Ensure compliance to all policies, procedures, standard operating practices, with recommendations for action and continuous improvement. Respond to emergency situations and compile required supporting documentation. Actively complete professional reports on marine activities (vessel arrives / departures / activities) including identifying areas of improvement with recommendations with the completion of remedial actions Supervise Shipmoorers in carrying out marine activity safely and efficiently. To minimise the turn-round time between departure and arrival of POF harbour traffic with HHA by applying optimum plant and staff for least time compatible with safe working practices. Liaise closely with HHA regarding berth availability and vessel priority Inform ships' Masters of non-compliance with Port procedures and regulations, and, if necessary, serve notice of such
Primary Line / Performance Management Objectives of the Role	<ul style="list-style-type: none"> Vessel arrival to Operations handover Pilot order time and variance to Operations hand back time Operations handover time and variance to vessel departure time Utilisation of shipmoorer hours



Marine Supervisor

	<ul style="list-style-type: none"> • Accidents / Incidents
Primary Leadership Objectives of the Role	<ul style="list-style-type: none"> • Focal point for all internal & external customers for all quay & marine activities • Actively Supervise Shipmoorers operations in the operational arena
Responsibilities for:	
People	<ul style="list-style-type: none"> • The post holder will be responsible for supervising shipmoorers, their deployment, work levels efficiency and safety
Assets	<ul style="list-style-type: none"> • Responsible for vehicles, VHF radios, computers and all associated office and operational equipment, i.e. lifejackets (maintenance). • Responsible at all times for ensuring quay face and associated equipment are available and are in accordance with the safe and efficient expectations required for performing berthing operations. This includes the safe positioning of ship to shore cranes and fenders. Inspections of such areas expected to be undertaken.
Finance	<ul style="list-style-type: none"> • Responsible for minor stores supplies and the occasional deployment of harbour craft or other equipment and associated staff. • The post holder ensures the sale of potable water and occasional other services to vessels are known/offered.
Decision Making	<ul style="list-style-type: none"> • Responsible for agreeing options with Terminals HHA, tariff-based towage services and other stakeholders in order to manage the programming in harbour traffic and optimising and utilisation of all resources. • After making initial response to incidents and emergencies the post holder must decide on the level of further action / information cascade according to policy, process or protocol.
Communications	<ul style="list-style-type: none"> • Ensuring all stakeholders are constantly informed of changes to planned times and reasoning for such. • The post demands constant communication, from basic level entering / disseminating updated traffic and marine information to and from other sources. • Instructing shipmoorers and other stakeholders in relation to safety, maintenance and environmental reporting and interaction with other parties both internal and external. • VHF communications with users of such. • Taking into account best customer service, continually communicate in a professional, proactive and efficient manner with Operational Managers, Customers, HHA, tariff-based towage services and all other stakeholders
Experience & Knowledge	
<ul style="list-style-type: none"> • The post holder will have an extensive marine knowledge having worked in the marine environment or in a relief capacity previously. • Experience of dealing with emergency situations. • Previous experience as a responsible 'Deck' orientated Mariner, VTS Operator or with comparable port experience advantageous. 	
Qualifications	
<ul style="list-style-type: none"> • 5 GCSEs (or equivalent) including Maths and English • VHF / GMDSS Certificate. • Oil Spill Response Supervisors (4P) course. • Knowledge of Microsoft applications • Ability to use in-house computer software. • Full Driving Licence. • IOSH Managing Safely 	
Mental Demands	
<ul style="list-style-type: none"> • The post holder must be alert to all Harbour, channel and berth movements, which may affect service levels. At times monitoring, accounting and juggling multiple ships, taking account of: characteristics with asset 	



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availability, customer requirements, weather, tide, safety, navigational parameters and traffic movements.

- The post demands the ability to manage peaks and troughs of traffic movement with suitable prioritisation being undertaken.

Physical Demands

- The post holder will work in an office environment and in the Ports operational areas; on the quay face, boarding vessels via gangways which may be subject to adverse environmental conditions.

Health & Safety (exposure to risk)

- The post holder will spend periods driving to, working on and driving from the quayside.
- Will at times work on the water's edge close to heavy ropes under high strain.
- Boarding ships with all attendant hazards.
- May be required to attend marine incidents of any nature during periods of adverse weather also a broad range of hazards (oil, hazardous goods mooring lines breaking, ships breaking free of Moorings.) but not expected to take any action liable to be hazardous.

Authorised by:		Accepted by:	
Manager's name:	Adrian Leveridge	Job Holder's name:	
Signature:		Signature:	
Date:		Date:	