**Job Description**

**Job Title:** Local Port Services (LPS) Officer

**Salary Grade:** Grade 4

**SCP:** 22-25

**Job Family:** Organisational Support

**Job Profile:** OS2

**Directorate:** Economy and Place

**Job Ref No:**

**Work Environment:** Port of Sunderland

**Reports to:** Harbormaster / Deputy Harbourmaster

**Number of Reports:** 0

**Purpose:**

To provide a 24 hour Port Information service, ensuring good service delivery to port customers, information exchange with parties operating in the port environment, safe navigation and responding appropriately to emergency situations.

**Key Responsibilities:**

Monitoring the movement and berthing of waterborne traffic.

Liaise with shipping / small craft, agents, foyboatmen, Harbormaster, Pilots, other port staff and departments, emergency and rescue services, contractors, port tenants, enforcement agencies, waterborne recreational organisations, members of the public and other relevant parties.

Maintain VHF communications with vessel traffic on assigned marine channels.

As required, provide VHF navigational safety broadcasts containing relevant navigational information, visibility reports and tidial information.

Maintain UHF digital communications with port and security staff.

Operate telephone facilities within port control.

Receive calls on the port emergency telephone line, ensuring that absolute priority is given to this duty unless the safety of navigation would be compromised.

Deploy resources to cardiac emergencies under the port first responder scheme.

Maintain facsimile communication using the designated fax machine.

Operate marine CCTV systems in a proactive manner to aid with navigational safety and port security.

Maintain email communications, including reception and dissemination of pre-arrival isps and waste documentation.

As required carry out other basic marine duties such as fresh water delivery or opening and closing of dock gates.

Other Duties

The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.

The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council