**2021 VAC 223**

**Person Specification**

**Job title: Local Port Services Officer**

**Note to applicant - You should pay particular attention to the essential criteria below and provide evidence of how you consider you meet them as part of your application. Failure to do so may mean that you will not be shortlisted.**

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| **Essential Criteria** | | **Method of Assessment** |
| **Qualifications /**  **Professional Registration/**  **Membership** | 1. Marine Radio Short Range Certificate (SRC) or Restricted Certificate of Competence in Radiotelephone, (VHF only) | Application Form/Interview |
| 2. Demonstrate ability to successfully obtain Local Port Service (LPS) Operator qualification or be the holder of such certificate or be the holder of an IALA V103/1(Operator) qualification | Application Form/Interview |
| 3.Possession of a FULL driving licence | Provide Proof at Interview |
| **Experience** | Demonstrate experience of working in a maritime and/or port environment, ideally in a Local Port Services (LPS) or Vessel Traffic Services (VTS) function | Application Form/Interview |
| 2.  Technical expertise in the operation of LPS aids including Radar/AIS, tide gauges, CCTV, UHF digital radio, VHF marine radio, | Application Form/Interview |
| 3. Ability to use Computer Data base to collect /disseminate information | Application Form/Interview |
| 4. Be able to provide excellent customer service | Application Form/Interview |
| **Skills, Knowledge, Ability** | 1. Demonstrate a calm, confident manner and effectively Communicate via, VHF/UHF, telephone, face to Face, verbally and written, | Application Form/Interview |
| 2. Be able to provide excellent customer service by being able to delight customers and deliver high quality tailored services to meet needs and exceed expectations | Application Form/Interview |
| 3.  Able to adapt to changes in colleagues, settings and working environment e.g. covering sickness which is outside of working pattern | Application Form/Interview |
| 4. Ability to follow procedures, regulations and be able to identify issues safety and contravention of Port guidelines, including Port Bye laws and ISPS Code.  5. Able to work effectively within a busy team environment, or independently with minimum supervision of workload.  6. Able to effectively use a PC to input/Log data received verbally, by Phone or Radio, to maintain shipping information and other statistical data and create documents using this information | Application Form/Interview |
| **Work Related Circumstances/**  **Values of the Council** | Commitment to Equal Opportunities |  |
| Compliance with health and safety rules, regulations, and legislation |  |
| Ability to meet the travel requirements of the role |  |
|  | The post holder will need to be fully vaccinated against COVID-19 (unless medically exempt). |  |