



## JOB DESCRIPTION

<b>Post:</b>	<b>Harbour Foreperson</b>
<b>1. <u>JOB DETAILS</u></b>	
<b>Responsible to:</b>	Harbour Master
<b>Responsible for:</b>	All other team members
<b>Working hours:</b>	<p>40 hours per week</p> <p>In order to suit harbour duties, hours of work will include the ability to work on a shift basis between the following hours:  Monday to Friday: 06:00hrs and 21:00hrs  Saturday: 08:00hrs and 12:00hrs (operated on a rota system)  N.B. When working on a Saturday morning you shall be entitled to 4 hours' time off in lieu during the week, by arrangement with the Harbour Master.</p> <p>Exact hours will be agreed with the Harbour Master, but typically, your working week will consist of:</p> <ul style="list-style-type: none"> <li>- 5 days x 8 hours (Mon – Fri) OR</li> <li>- 4 days x 8 hours plus 1day x 4 hours Mon – Fri plus 4 hours Sat morning</li> <li>- In addition, Ice Plant on call duties (rota basis) on Sunday</li> </ul> <p>A flexible approach to working hours is a fundamental feature of your employment including an ability to work overtime, if required, at short notice at any time during the week or weekend. You will also, on a rota basis, hold and answer the harbour phone in case of urgent calls.</p> <p>You will be required to record your hours of working on an automatic time recording system.</p>
<b>Location:</b>	Primarily based at Kilkeel harbour but will occasionally be required to undertake work in other locations.
<b>Wages:</b>	£534.40 per week gross before allowances and occasional overtime
<b>Essential Qualifications and Experience:</b>	See Person Specification
<b>Special circumstances:</b>	Some duties may involve travel in and working from, a harbour workboat.
<b>2. <u>JOB SUMMARY</u></b>	
	<p>To undertake all the varied harbour duties as directed by the Harbour Master and to provide support during normal day to day activities</p> <p>To pro-actively assist the Harbour Master and deputise for them in their absence to ensure that all required duties to be delivered by the team are undertaken safely and effectively to the satisfaction of the Harbour Master</p>

To adhere to NIFHA policies on Marine Safety and Health & Safety and to follow codes of safe practice.

To adhere to NIFHA's Bye-Laws and to assist the Harbour Master with the enforcement of the Bye-Laws and Codes of Practice and to ensure that all dues are paid.

### **3. KEY DUTIES & RESPONSIBILITIES**

#### **General**

The job is varied by nature therefore a flexible approach is required. The post holder will undertake any reasonable duties as required by the Harbour Master that are within the competence of the post holder and conducive to the effective delivery of the role.

#### **Personnel**

Duties: Support the Harbour Master in the supervision of other team members or, in the absence of the Harbour Master, supervise such personnel.

Responsibilities: Oversee the Time Management System (TMS), holiday requests and TOIL for harbour personnel, when required. Ensure all employees' adherence to NIFHA policies and procedures. Assist in the implementation of the induction package for the provision of training to all new employees and deliver any requisite training within your remit to harbour employees. Assist in recruitment exercises when required.

#### **Plant and Property Maintenance**

Duties: To carry out the routine repair of ice plant (including water treatment testing and control), slipway winch and cradles, fish market doors and all harbour fixtures and fittings, buildings, roadways and structures.

Responsibilities: To ensure correct maintenance and safety procedures are followed and all problems are reported to the Harbour Master.

#### **Ice Supply**

Duties: To safely supply ice to vessels and/or road transport from either automatic ice plant or manually by ice bin and forklift truck.

Responsibilities: To ensure that all supply details are recorded accurately, and in accordance with established procedures, and passed to the Harbour Master for invoicing purposes.

#### **Vessel Slipping (Kilkeel and Portavogie)**

Duties: Slipping/unslipping of vessels on the basis of a team approach, including vessel alignment, operation of winch, preparing cradle blocks and operation of hydraulic arms.

Responsibilities: To ensure that vessels are safely slipped, adequately supported once on the cradle and that Slipway Declaration forms and any other required paperwork is completed and signed by owner/skipper on arrival and departure; and to ensure credit control procedures are followed.

#### **Security Cameras/Access Control**

Duties: To check recordings of security cameras as directed and to maintain access control facilities.

Responsibilities: To ensure that site security is maintained and that any breaches or unauthorised activities are reported to the Harbour Master.

### **Environmental/Cleaning/Sanitary/Waste Collection and Recycling**

Duties: To assist the Harbour Master in monitoring and controlling the use of resources such as electricity and water. To implement all cleaning schedules as directed and in adherence to COSHH regulations. To clean up and remove rubbish and waste oil from quaysides, harbour premises and the harbour estate to designated waste collection points and to assist with waste segregation and recycling duties as required.

Responsibilities: To ensure that the harbour estate is kept clean and tidy, to minimise environmental impact and avoid pollution, and to report all incidents of dumping and/or pollution to the Harbour Master.

### **Fish Market**

Duties: Supervision of the fish market and box counts of landings in, and sales out as required. Door opening/closing and supplying of ice to processors and salespeople as required. Keeping all access ways clear and ensuring boxes are safely stacked. Cleaning of all fish market facilities to agreed standards.

Responsibilities: To enforce the Fishmarket Code of Practice and ensure all landings and sales are accurately recorded.

### **Forklift Truck**

Duties: To maintain all checks and to operate the forklift truck for harbour duties as directed by the Harbour Master. To undergo training as required.

Responsibilities: To carry out all requisite checks of the forklift before use, reporting any defects to Harbour Master and to operate the forklift truck to agreed Codes of Practice.

### **Dredger Operation (Kilkeel only)**

Duties: To assist in the operation and maintenance of NIFHA's dredger, MD. Kilmourne in line with the directions of the Harbour Master, to ensure all harbour entrances, channels and berths are maintained in a safe and navigable condition.

Responsibilities: To follow all relevant maritime procedures and Codes of Safety.

### **Health and Safety**

Duties: To monitor and record the status of all NIFHA facilities as required, ensuring that all checklists, risk assessments and accident report documentation are maintained. To attend, and contribute to all Health & Safety meetings, and assist in the delivery of all action points. To ensure all contractors and Port users adhere to NIFHA's operating procedures and codes of practice.

Responsibilities: To adhere to NIFHA's policies on Marine Safety, Health & Safety and to follow Codes of Safe Working Practice. To take a pro-active approach to all health and safety matters ensuring other team members and port user's compliance with legislation, Marine Safety and Health & Safety policies, statements and procedures, to include reporting of any incidents/accidents/hazards. To bring any defects, untoward activities or potentially dangerous situations to the attention of the Harbour Master immediately and take prompt remedial action.

### **General Maintenance**

Duties: Undertake all other harbour repair and maintenance duties, as directed by the Harbour Master e.g. painting, decorating, minor building works and associated labour duties.

<b>Administration</b>
<p><u>Duties:</u> Maintain all written and soft copy records as requested e.g. health and safety checklists, details of ice supplied to customers.</p> <p><u>Responsibilities:</u> In the absence of the Harbour Master to ensure all administration tasks are completed as required, e.g. Notice to Mariners, accident reporting, procurement, etc.</p>
<b>Miscellaneous</b>
To assist with the delivery of NIFHA's outreach programmes e.g. fish festivals, schools programme.
To ensure all activities are conducted in accordance with the Equal Opportunities Policy.
To attend any meetings as and when required.
To undertake any job-related training as and when required.

**PLEASE NOTE:**

This job description is not intended to establish a total definition of the job, but an outline of the duties. The duties and responsibilities are not exhaustive and may vary without changing the character / purpose of the job or the level of responsibility.

**Date:** February 2026