**Role Specification**

**Section 1 – Job Description**

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| 1.1 | Job Details |
| Job Title | **Mooring Hand** |
| Business Unit/Division | **Aviation & Gateways** |
| Department | **Integrated Landside Operations**  |
| Location | **Port of Dover** |
| Responsible to | **Contract Manager, Supervisor** |
| Shift pattern | **Mixture of Early & Late** |
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| 1.2 | Overall Purpose of the Role |
| Your main aim will be to support the Port operation in the securing and letting go of vessels harbouring within the Port of Dover as well as operating Link Span equipment for the embarkation and disembarkation of vehicles.  |
| **Health & Safety Purpose:** To take a direct interest in the health and safety of yourself and others who may be affected by your work activities. |

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| 1.3 | Main Duties & Responsibilities of the Role |

* Work in a safe manner at all times
* Ensure that you are aware and practice all requirements of the OCS Health and Safety Policy

Training:

* Attend as necessary training courses as identified by your line manager
* Familiarise yourself with the company’s safety policy and working instructions issued by Management
* Only carry out work you are trained or being trained to do
* To carry out all tasks willingly and safely to the best of your ability
* As part of a team, secure and let go any vessel as directed
* Operate Link Span equipment to enable embarkation and disembarkation of vehicles
* When required support the operation with Ad Hoc works
* To work as part of a team and treat each member of that team and all other OCS staff, clients (PRM’s & their escorts, Airline Reps, Airport Reps), visitors and contractors with civility and respect at all times
* You are responsible for your own time keeping records and should follow the procedure for signing in/out, clocking in/out or swiping in/out
* If you are sick you must inform your line manager/designated person as soon as you become aware you will not be available for work **and every day thereafter** until covered by a doctor’s sick note/self certification form
* The company will issue PPE free of charge and all items of PPE issued to you must be carefully stored and maintained. Any defects in any issued PPE should be advised to your line manager immediately
* All holiday entitlement will be controlled and agreed by the designated person at your site and you must give reasonable notice of any planned absence to allow for coverage
* The Company reserves the right to ask you to carry out any other reasonable duties it feels necessary to further the aims of the business
* Ensure that the OCS safety image is reflected positively through your actions
* Ensure that you have received the necessary training so that you can competently carry out your duties and responsibilities
* Take responsibility for reviewing the safe system of work prior to the commencement of the work activity. Acknowledge and accept a personal responsibility for safety
* Take responsibility for ensuring that vehicles and equipment is maintained and fit for purpose
* Raise any concerns over Health & Safety breaches in accordance with Company Procedure ie; Near Misses.
* To monitor Radar equipment for tracking of vessels to ensure that they are attended to upon their arrival
* Carry out any other reasonable task as directed by your Supervisor or Contract Manager

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| 1.4 | Critical Performance Measures (CPMs) / Objectives |
| 1.4.a | No delays in vessel Mooring |
| 1.4.b | No delay in vessel Letting Go |
| 1.4.c | No damage to vehicles embarking or disembarking  |
| 1.4.d | Maintain Quality & Service |
| 1.4.e | Ensure full compliance with OCS Group & local policies & procedures and be responsible for own safety |

**Section 2 – Person Specification**

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| 2.1 | Educational Level |
| Good level of secondary school education. |

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| 2.2 | Professional Qualifications |
| N/A |

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| 2.3 | Experience |
| Knowledge of ports preferable but not essential.  |

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| 2.4 | Personal Characteristics/Attributes |
| Ability to communicate with staff and public alike.Self-motivated and flexible.Must be physically able to climb ladders and heave Mooring lines. Able to cope with shift work including nights, weekends and Bank Holidays.Successfully complete basic and enhanced Criminal Record Checks.  |

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| 2.5 | Core Skills | Rating (\*) | Assessment Tool |
| 2.5.a | **Focusing on the Customer** | 5 |  |
| 2.5.b | **Achieving Results** | 4 |  |
| 2.5.c | **Problem Solving** | 4 |  |
| 2.5.d | **Team Working** | 5 |  |
| 2.5.e | **Communicating & Influencing** | 3 |  |
| 2.5.f | **Developing People** | 3 |  |

*(\*) Ratings from 1 to 5. Where “1” indicates that the core skill is not relevant to the role and “5” indicates a core skill*

 *which is fundamental to the role*

## REVISIONS:

## The Company reserves the right to alter these responsibilities and you will be advised of any change through the normal method of communications.

*Signature Date*

 *(Individual Job Holder)*

*Signature Date*

 *(Line Manager)*

*Signature Date*

 *(Aviation Director)*