

POSITION TITLE:	Deputy Harbourmaster		
GROUP:	Policy & Regulation	SECTION:	Maritime Safety
REPORTS TO:	Harbourmaster		
RESPONSIBLE FOR:	NA		
FAMILY:	TP2	GRADE:	18
DATE REVIEWED:	February 2024		

HBRC STRATEGY

Our Vision:

We want a healthy environment and a resilient and prosperous community.

Our Purpose:

We work with our community to protect and manage the region's precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

Our Values:

- **Partnership and Collaboration:** We work with our community in everything we do.
- **Accountability:** We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers' funds and assets.
- **Transparency:** We report on what we do and the value this delivers for our community.
- **Excellence:** We set our sights and expectations high, and never stop striving to do better.

Our Focus:

- **Water quality, safety and climate-resilient security** ~ *Te kounga o te wai, te haumarutanga me te mārohirohi ā-āhuarangi o te whakamarutanga.*
- **Climate-smart and sustainable land use** ~ *Kia koi, kia toitū hoki te whakamahinga o te whenua.*
- **Healthy, functioning and climate-smart biodiversity** ~ *kio ora, kia āhe, kia mārohirohi ā-āhuarangi hoki te rerenga rauropi.*
- **Sustainable and climate-resilient services and infrastructure** ~ *kia toitū, kia mārohirohi ā-āhuarangi hoki ngā ratonga me ngā hanganga ā-whare.*

POSITION SUMMARY

The Deputy Harbourmaster role undertakes the day-to-day functions of regulating maritime safety for commercial shipping and recreational vessels in the region. This includes the development, implementation and maintenance of systems and processes in accordance with legislative and regulatory requirements. The Deputy Harbourmaster is also responsible for assisting the Harbourmaster with additional roles and functions as required and providing technical advice and guidance on maritime safety matters to other departments within the Hawke's Bay Regional Council and external agencies, clients, and stakeholders. The development, implementation and review of risk assessments, safety management systems and preparations for internal and external audits/reviews also form a critical function of the role. The Deputy Harbourmaster is appointed with the powers of the Harbourmaster and will undertake that role as required.

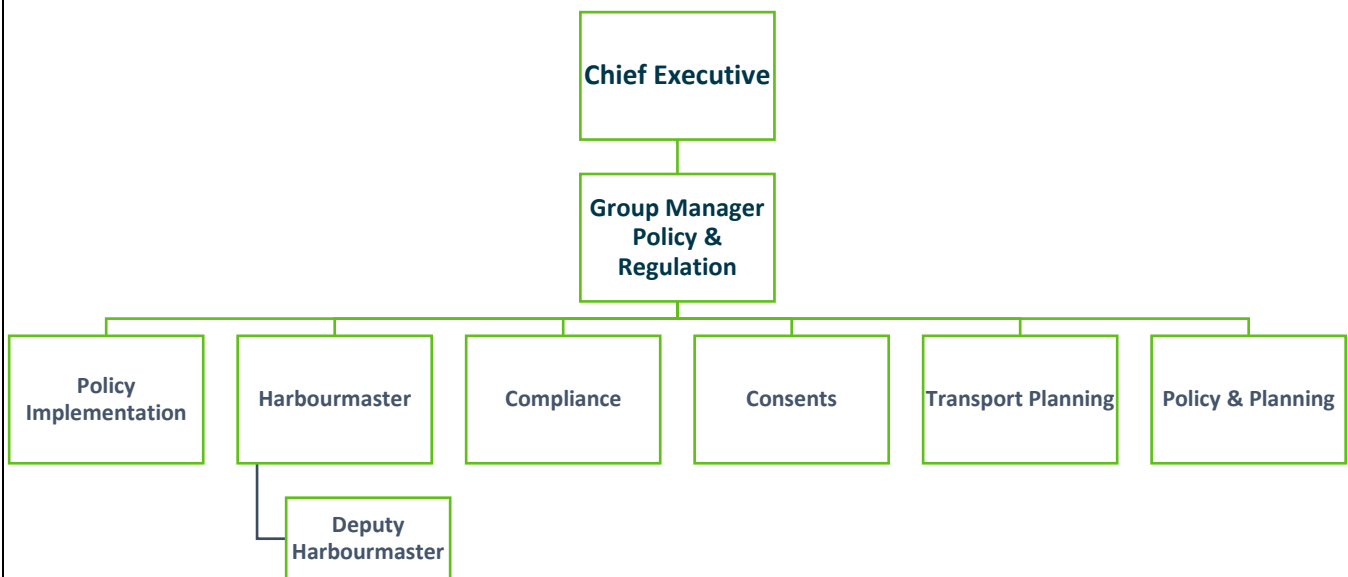
GROUP AND TEAM GOALS:

The Harbourmaster's Office provides the following key functions as part of the Policy & Regulation Group:

Maritime Safety

- Regulate maritime safety in the region up to 12 nautical miles seaward of the baseline, and inland waterways navigable by vessels for commercial and recreational activities. This includes but is not limited to Napier Port, the Napier Pilotage Area, and the Ahuriri Inner Harbour.
- Monitor compliance with the applicable national and international regulatory instruments including secondary legislation. These include but are not limited to the Maritime Transport Act, Hawke's Bay Navigation Safety Bylaw, Port and Harbour Marine Safety Code, Local Government Act, Resource Management Act, and all applicable international regulations.
- Ensure the council maintains certification by Maritime New Zealand for the Safety Management System.
- Maintain and review the operating procedures relating to maritime safety.
- Provide and/or facilitate maritime safety education to ensure familiarity with the regulations of the region.
- Liaise with stakeholders and organisations in the pursuit of improving maritime safety within the region.

ORGANISATIONAL CONTEXT



JOB SPECIFIC ACCOUNTABILITES

- Maritime safety requirements are effectively monitored and maintained in accordance with the required statutory functions indicated in the Maritime Transport Act, Resource Management Act, Local Government Act.
- Provide technical advice and guidance on maritime safety matters.
- Ensure current and accurate knowledge is maintained in relation to maritime safety.
- Support the Harbourmaster in ensuring operating procedures related to maritime safety within the region are maintained and reviewed.
- Maintain the safety management system to a high standard ensuring continued certification by Maritime New Zealand.

- Ensure that compliance with the Port and Harbour Marine Safety Code and Hawke’s Bay Navigation Safety Bylaw is effectively maintained.
- Assist the Harbourmaster with engagement and education regarding maritime safety.
- Respond to maritime emergencies and record and report all relevant details to the Harbourmaster.
- Ensure all charted port and harbour navigational aids are well operated and maintained.
- Engage with stakeholders on issues related to port and harbour operations.
- Assist in the preparation of appropriate applications for ministerial consent to install, alter or remove any navigational aids.
- Advise Land Information NZ of all changes affecting charts within the region’s coastal waters.
- Support the Harbourmaster to facilitate pilot licence assessments/examinations and pilot exemption certificates pursuant to Maritime Rule Part 90 –Pilotage.
- Assist the Harbourmaster, when requested, to respond to incidents or events as they occur.
- Provide cover for the Harbourmaster as required.
- Assist in the provision of training and/or advice to other areas of council. This includes but is not limited to the use of vessels, maritime pollution, and commercial/recreational maritime issues.
- Ensure that effective after-hours service is provided throughout the year.
- Demonstrate a high level of personal responsibility and accountability for issues related to the role.
- Demonstrate a strong commitment to health and safety matters related to the role.

FUNCTIONAL RELATIONSHIPS

Internal

- Group Managers
- Executive Team
- Elected members
- Team members

External

- Consultants and contractors
- Government agencies and departments
- Local authorities
- Technical and legal professionals
- Iwi and other community groups
- Members of our community
- Stakeholders

COMMUNITY RELATIONSHIPS

Fostering good working relationships is fundamental to the successful achievement of strategic goals for HBRC. We know we can’t achieve change without the people (our community) outside our business. As expressed under our purpose statement, “working with our community” is at the heart of everything we do. This is particularly relevant to our relations with Tāngata Whenua in terms of co-governance and co-management. Successful relationships involve building trust. Which in turn enables us to support each other to respond to new challenges as they arise.

This means:

- Professional attitude is always projected in dealing with external contacts.
- Information is accurate and is provided in a timely manner.
- Outcomes that are fair and clearly understood by both parties are achieved
- Customers are satisfied with responses to written or verbal requests for information.

CONTINUOUS IMPROVEMENT

All Hawke’s Bay Regional Council (HBRC) staff are expected to promote the concept of continuous improvement actively and enthusiastically in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace, including promoting HBRC in a positive manner, as assessed by your peers and manager.

- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your manager.
- Showing a strong team commitment, as indicated by peer feedback and your manager's assessment.
- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging other ideas.
- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your manager.
- Display sound judgment and decision making.
- Working towards the maintenance of ISO 9001:2015 accreditation of the Quality Management System.

HEALTH AND SAFETY

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures.
- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicate to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your workplace.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

EMERGENCY MANAGEMENT

You may be required to assist with carrying out the Council's Civil Defence responsibilities after providing required support for your family and dependants in the event of an emergency. All HBRC staff are expected to undertake such Emergency Management functions as are determined appropriate to meet HBRC's role and function in this area. This means:

- Undertaking such a role as is allocated for emergency management requirements.
- Participating in such exercises as are required to maintain a state of preparedness in HBRC.
- Responding to such requests to assume an emergency management role as are required by events.
- Understanding the contents of the relevant section of the Business Continuity Plan (BCP) and its implications for your role.
- Where the requirements of the role require it, review the relevance of the BCP for your team, section, or Group on a regular basis.

PERSON SPECIFICATION

Minimum Qualifications and Experience

- Tertiary qualification in a relevant area of study
- Hold a nautical Certificate of Competency and have commercial experience in the maritime industry.
- Working knowledge and experience with implementing maritime legislation.
- Ability to handle vessels of varying lengths in a variety of conditions.
- Experience with port and harbour operations.
- Valid driver's licence required.

Knowledge

The following indicates what would typically be expected for this role at a competent level:

- Proficiency in MS Word, Excel, Project, PowerPoint and other database and information management systems.
- Analytical skills.
- Ability to communicate effectively to convey and interpret data/information.
- Demonstrate collaborative work practices to build strong working relationships.
- Proactive with problem-solving working knowledge.

Personal Attributes

- Sound judgement and initiative.
- Excellent interpersonal skills with the ability to initiate and engage effectively at all levels, internally and externally.
- Ability to effectively gather multiple sources of information and apply technical and analytical skills to make effective decisions.
- Ability to effectively plan, organise and co-ordinate work to ensure that goals are achieved with the highest quality of work possible within agreed timeframes.
- Ability to clarify objectives, identify key issues, consider all perspectives, and evaluate outcomes.
- Works well under pressure and to deadlines.
- A high level of courtesy and listening skills.
- Willingness to meet effective after-hours service.
- Decisive and calm in difficult situations.

Awareness

- Demonstrated awareness of Te Tiriti o Waitangi and including Te Reo Māori in relevant and practical ways in interaction and engagement to demonstrate respect and value of Tikanga Māori in appropriate settings.

CHANGES TO JOB DESCRIPTION

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Hawke's Bay Regional Council.

Employee Signature

Date

Printed Name