



Job description

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| Job Title | VTS Officer |
| Service Area | VTS |

Reporting to: VTS Duty Officer

Purpose of job: To support the VTS Duty Officer in facilitating the safe and efficient movement of vessels within the Harwich Vessel Traffic Service area.

Annual Hours - 2007.35 (rostered)

Harwich Haven Authority Core Competencies

We expect you to:

- Contribute personally towards the achievement of the five core organisational values – CRAFT (Collaboration, Respect, Accountability, Fairness and Transparency).
- Contribute personally towards creating an all-inclusive workplace culture.
- To personally take responsibility for using and managing resources effectively, efficiently, and sustainably.

Principle Accountabilities

1. Operate radar/VTS equipment for vessel planning, communication, data collection, and establishment of traffic images to ensure the safe and timely movement of vessels.
2. Organise and supply traffic information to vessel traffic within the Haven to ensure safety using VHF equipment.
3. Assist the VTS Duty Office in the planning of vessel movements.
4. Plan the allocation of Pilots and Pilot Launches, to ensure traffic demands are met in a safe and cost-effective manner and ensure Pilots and Launch Crews are advised of operational requirements.
5. Timely input of data to record vessel movements, pilotage and launch utilisation.



6. Comply with national and international VTS regulations, as well as those contained within the Authority's Operations manual.
7. Respond to emergency situations and co-ordinate communications.
8. Assist with data gathering required for relevant investigations into marine incidents.
9. Undertake continued training, some of which will be off site and include overnight stays. As part of ongoing training, you will be required to accompany Pilots on board vessels.
10. Undertake other duties as and when required.

Person specification

We expect you to have:

GCSE level pass in English or acceptable equivalent

It would be desirable to have the following qualifications:

IALA C0103/1 previously V103/1 VTS Operator Certificate

STCW Officer of the Watch or equivalent

ECDIS Certificate

GMDSS or VHF Operators Certificate

| Skill groups | Skills we hope you have: |
|--------------------------------|---|
| Role-specific technical skills | <ul style="list-style-type: none"> • Aptitude for learning • Effective communicator and excellent interpersonal skills • Ability to build and maintain effective working relationships both internally and externally • Attention to detail • Confident and calm under pressure • Works effectively as part of a team • Strong planning skills • Excellent written, verbal and presentation skills • Ability to adapt to changing situations • Ability to work under guidance |
| Problem solving | <ul style="list-style-type: none"> • Ability to work both independently and part of a team • Ability to make decisions under pressure • Ability to follow set procedures • Ability to communicate effectively |
| Team working | <ul style="list-style-type: none"> • Be able to work co-operatively with others to achieve the safe and effect movement of vessels within the Authority's area |



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| IT Skills | <ul style="list-style-type: none"> • Microsoft Office applications (Outlook, Word, Excel) |
| Data Protection | <ul style="list-style-type: none"> • Up to date knowledge and understanding of the principles of data protection legislation to ensure compliance |
| Health & Safety | <ul style="list-style-type: none"> • Understand and carry out duties in a manner which is safe for yourself, colleagues and public in accordance with the Health & Safety at Work Act 1974, in order to minimise the risk of injury/accident |

The following are any physical or special attributes that apply to this role:

- Able to work shift patterns and flexible to working overtime.
- Working unsocial hours.
- Initial training will require you to be away for up to 6 weeks.
- Continued Professional Development training will require you to stay away for multiple nights.
- Continued Professional Development training will require you to accompany Pilots on board vessels.
- Ability to meet the requirements of UK 'right to work' legislation.
- Able to pass a role specific medical.

