



## Job description

<b>Job Title</b>	Marine Apprentice
<b>Service Area</b>	Pilot Launch/ Marine Support

<b>Reporting to:</b> Pilot Launch Manager
<b>Purpose of job:</b> To complete the Workboat Crewmember Apprenticeship, which will provide the knowledge, skills and competence required to carry out the core tasks on board.
<b>Hours</b> - 40 hours per week
<b>Duration:</b> Fixed Term for 2 years

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<b>Harwich Haven Authority Core Competencies</b>
<b>We expect you to:</b> <ul style="list-style-type: none"><li>• Contribute personally towards the achievement of the five core organisational values – CRAFT (Collaboration, Respect, Accountability, Fairness and Transparency).</li><li>• Contribute personally towards creating an all-inclusive workplace culture.</li><li>• To personally take responsibility for using and managing resources effectively, efficiently and sustainably.</li></ul>

## Principle Accountabilities

1. To attend off-the-job training as required by the apprenticeship provider.
2. Assist the Coxswain in the safe and efficient operation of the Authority's conservancy vessels when engaged in work, such as the laying and retrieving of buoyage and moorings, obstruction clearance, maintenance of marine structures, surveying duties,



oil spill recovery, harbour patrols, personnel transfers, light inspection and search and rescue and incident investigations.

3. Support the Coxswain in the safe and efficient operation of Pilot launch vessels.
4. Assist the Marine Engineering Technicians in refitting or repair of marine craft and equipment as required.
5. Undertake vessel husbandry, checks, inspections and cleaning tasks on Authority vessels and oil spill equipment as required.
6. Undertake minor repairs and maintenance to marine structures, facilities, equipment including decking / structure repairs, mooring equipment repairs etc.
7. Ensure Marine Support workshops and associated areas, facilities and equipment are well maintained.
8. Undertake forklift driving duties and road vehicle driving duties as required.
9. Carry out general tasks that from time to time may reasonably be required by the Marine Management team

## The Apprenticeship

This is a Level 3 apprenticeship that will involve significant periods working on board the Authority's vessels, in combination with off-the-job training. The training element will be conducted via block release, including staying at alternative locations.

The apprenticeship will provide an understanding of the following areas:

- Typical types of equipment carried on workboats, such as main engines, pumps and winches and how to maintain and operate these.
- The range of workboat activities, situations and procedures including dive support, salvage, laying and recovering moorings for larger vessels, anchor handling, transfer of personnel and equipment and survey.
- How to undertake basic chart work and navigation, in order to keep look out under the supervision of the Coxswain.
- The different methods of radio communications and how and when to engage these, depending on the situation.
- A range of emergency procedures, including survival techniques in water and the different types of survival equipment carried on workboats.
- Safe working practices including crane operations and mooring systems.
- Statutory and industry regulations for safe working on board a workboat, with particular regard to working at height and cutting and welding operations.
- The impact of external forces on a workboat such as sea state, swell and wind.



- The basic stability of a workboat and the factors which may affect it, such as distribution of cargo and fuel.
- The maintenance of machinery systems on board a workboat.
- IT systems commonly found on modern workboats, including computer-based recording systems and navigation equipment, in order to record and interrogate relevant information.

## Qualifications

On completion of the apprenticeship, qualifications received may include:

- MCA AEC 1 Course Certificate
- MCA AEC 2 Course Certificate
- MCA Crisis Management and Human Behaviour
- MCA Efficient Deck Hand
- MCA Navigational Watch Rating
- SQA Radar Certificate
- SQA Electronic Chart Systems Certificate
- SQA Level 2 Watch Rating - Deck
- RYA/MCA GMDSS Short Range Communications Certificate
- RYA Professional Practices and Responsibilities
- RYA Commercial Endorsement
- RYA Powerboat Level 2 Certificate
- RYA Day Skipper theory
- RYA Day Skipper practical
- RYA Coastal Skipper theory
- RYA / MCA Certificate of Competency
- STCW Elementary First Aid
- STCW Personal Safety and Social Responsibilities
- STCW Proficiency in Security Awareness
- STCW Basic Fire Fighting and Fire Prevention
- STCW Personal Survival Techniques
- RYA / MCA Yachtmaster Offshore commercially endorsed.



- Slinger and Signallers Certificate and Marine Hydraulic Loader Crane Operators Certificate

## Person specification

### **We expect you to have:**

Minimum Grade 4 GCSE or equivalent in English and Maths or be prepared to work towards this alongside the apprenticeship.

Minimum Age 18 to meet our employer health and safety responsibilities.

Ability to successfully pass an ENG1 medical examination.

<b>Skill groups</b>	<b>Skills we hope you have:</b>
Problem solving	<ul style="list-style-type: none"> <li>• Ability to work independently</li> <li>• Ability to make decisions based on own judgements</li> <li>• Ability to communicate effectively</li> </ul>
Team working	<ul style="list-style-type: none"> <li>• Be able to work co-operatively with others to achieve shared goals and improve organisational performance</li> </ul>
IT Skills	<ul style="list-style-type: none"> <li>• Microsoft Office applications (Outlook, Word, Excel)</li> </ul>
Data Protection	<ul style="list-style-type: none"> <li>• Up to date knowledge and understanding of the principles of data protection legislation to ensure compliance.</li> </ul>
Health & Safety	<ul style="list-style-type: none"> <li>• Understand and carry out duties in a manner which is safe for yourself, colleagues and public in accordance with the Health &amp; Safety at Work Act 1974, minimising the risk of injury/accident.</li> </ul>

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

- Flexible – this could cover night shifts, weekends, Bank Holidays. Some 12-hour watches
- Working unsocial hours
- Driving licence

