



JOB DESCRIPTION

Post: Ports Officer
Department: Department of Home Affairs
Division: Isle of Man Constabulary
Area: Ports Unit
Grade: Pay Band 5 + 34% Shift Disturbance Allowance
Reports To: Port Security Supervisors

Overall Purpose of the Job:

The Ports Unit provide a 24/7 security presence, potentially in any harbour, but particularly in the Port of Douglas, to perform the activities appropriate to maritime and building security as determined by the Isle of Man Maritime Security Act 1995 and International Ship and Port Security code (ISPS) in relation to all Port users applied by the Ship and Port Security Regulations 2007. Closing off secure areas; providing a uniformed presence in the public areas, attending any incidents involving the travelling public to provide assistance (supported by the IoM Constabulary if required) and providing search facilities if required.

Assisting the travelling public using the Harbours by directing and advising foot passengers; providing traffic control within the marshalling areas if required.

The Ports Unit is part of the Isle of Man Constabulary and Department of Home Affairs framework. Under the oversight of the Port Security Officer who provides the day-to-day management of the section.

To be able work all shifts across a 24hr period as part of a team consisting of a number of Port Officers, a Senior Ports Officer and a Supervisor. In addition to which there will be a number of contract security staff.

The post is uniformed, which is provided, and the post holder is a warranted constable therefore will be provided with all relevant officer safety equipment.

Main Duties & Responsibilities:

Under the direction of the Supervisor / Senior PO and in accordance with relevant Standard Operating Procedures and other guidelines to:

- Working in close partnership with the Police & Customs Officers.
- To ensure the provision of a good standard of service to the public.
- To ensure that standards of security are maintained.
- To liaise with relevant authorities.
- To control the access to and custody of keys.

- Ensuring reportage of incidents in relation to security infringements, damage, criminal damage, road traffic accidents, and misbehaviour.
- Providing the appropriate services (e.g. closing the Piers, controlling traffic, etc.,) during the visits of cruise ships to Douglas or other Ports.
- Locking and unlocking the Port facilities.
- Placing any movable signs for passenger information and making announcements on the public address system.
- Operation of the public weighbridge as required for commercial vehicles using the Port or at the request of the public (including maintaining records and collecting any fees payable.
- Advising vehicle operators if their vehicle is overweight or exceeds the dimensions allowed on Manx roads.
- Checking for any obvious defects on the vehicle (e.g. illegal tyres, faulty exhausts and obvious suspension problems) and bring these to the attention of the PSV Inspectors. Requesting drivers to wait for the arrival of the Inspectors.
- Providing patrols within the Harbour area for security purposes; enforcing parking restrictions; investigating any problems or incidents in the area and checking for problems or defects (e.g. missing lifebuoys, missing stanchions, etc.)
- Staffing the security posts at the Douglas or Peel Breakwaters during the docking and discharge of cargo of oils and gas tankers to prevent unauthorised access to the unloading area for safety/security reasons and to report any problems or emergencies to Marine Operations Centre.
- Assisting with emergency procedures e.g. clearing the area of the public, closing roads and traffic control.
- Carrying out such other duties (appropriate to the grade) as may be allocated by any member of the Ports Unit line management.

The job description is not a statement of all detailed procedures and conditions applicable to the post holder.

Continuing Professional Development

The post holder will act as a role model across the Public Service in terms of their commitment to their own professional and personal development. They will seek to continually improve their own practice and apply this learning. Also to establish and maintain links with fellow professionals across the public and private sectors within the IOM.

Health & Safety

The post holder will be responsible for their own health and safety and the impact of their actions on others. The post holder will be responsible for identifying any possible risks or near misses to a responsible manager and/or the Division's Staff Health & Safety Review Group.

Performance Management and Improvement:

All Civil Servants have a personal responsibility for performance management. The post holder will be expected to contribute to their annual performance and development review and all interim performance reviews and will demonstrate the IOMG People Qualities of Credibility, Capability & Character.

Integrity

All staff are expected to recognise that the everyday business of the Department requires the highest level of personal integrity. Each Officer has a personal responsibility to maintain the

confidentiality of all business and to uphold such confidences both in administering the business of the office and outside of the office.

Security Clearance:

The role will require the post holder to achieve a Security Clearance (SC) check due to the nature of the role and the access required in the role itself.

Training:

The post holder will receive full and comprehensive in-house training commensurate with the requirements of the post. They may be required to attend a number of training courses locally as agreed in conjunction with their line manager and the requirements of the role.

**Isle of Man Constabulary
Person Specification**

Post:	Ports Unit Officer
Grade:	Pay Band 5
Division:	Department of Home Affairs

Attributes	Essential (E) or Desirable (D)	Method of Assessment
Qualifications 5 GCSE's at grade C (4) and above, (or equivalent qualifications) including English Language.	D	CV
Experience Experience of working rotating shift patterns First Aid certificate holder	 D D	 CV/Interview CV/Interview
Knowledge and Skills Knowledge of Maritime Security Legislation Knowledge of Police Powers and Procedures Strong oral and written communication skills Ability to provide front line customer services Computer Literate	 D D E E D	 CV/Interview CV/Interview CV/Interview CV/Interview CV/Interview
Disposition Calm and patient when dealing with members of the public Self-motivated, able to work on own initiative Reliable, conscientious-able to work without close supervision Team player with flexible approach	 E E E E	 Interview Interview CV/Interview CV/Interview
Character High Level of self-motivation, performance excellence and improvement, and flexibility in approach and attitude The ability to work co-operatively and flexibly with others, both within and outside the organisation, demonstrating an understanding of effective team working.	 E E	 CV/Interview CV/Interview

Trusts and is trusted, is approachable with the capacity to inspire others to give of their best to achieve a desired result, whilst maintaining effective relationships with individuals and teams as a whole.	E	CV/Interview
Has positive energy and drive.	E	Interview
Resilient – strives to achieve, showing perseverance and commitment whilst being comfortable dealing with ambiguity, handling risk and uncertainty.	E	Interview
Circumstances and Interests		
Isle of Man Worker	D	Application
Satisfactory Security Clearance Check	E	Pre-Employment Checks
Full and valid driving licence	E	Pre-Employment Checks
Ability to work flexible hours at various locations	E	Interview
Must complete various courses i.e. Police Powers and Procedures, Officer Safety Training.	E	Interview
Must complete familiarisation training on port security.	E	Interview