



**Comhairle Contae
Dhún na nGall**
Donegal County Council

Harbour Master

Information for Candidates

February, 2024

1. The Position

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Harbour Master at its harbours in Co. Donegal.

The Council proposes to form a panel of qualified candidates for the post of Harbour Master, from which it will fill vacancies for the posts of permanent Harbour Master and temporary Harbour Master as these vacancies arise.

2. Duties

The primary function of the Harbour Master is the supervision of all activities within the harbour, including; allocation of berths & moorings, safe access and egress to and from the berths, regulation of the movement of vessels within the harbour, regulation of the movement of vehicles within the harbour, enforcement of bye-laws, collection of fees and liaison with relevant government departments and agencies in connection with compliance of regulations, including safety and environmental, relating to the main harbours and facilities within Co. Donegal.

In addition to harbours where the Harbour is based (Burtonport & Greencastle), the Harbour Master will be required to carry out duties of a similar nature on an as-required basis at other harbour/pier facilities throughout the county.

The following is a non-exhaustive list of duties that the successful candidate will be required to perform:

1. Ensure navigation in the harbours and their approaches is carried out in a safe and orderly fashion,
2. Enforcement of harbour rules, bye laws and regulations,
3. Management of all harbour dues, rates, tolls and charges from all harbour users in those harbours where such byelaws and rules apply,
4. Accounting for all income in an approved manner as prescribed by Donegal County Council,
5. Control over and keeping records, as appropriate, of all vessels, ferry boats entering or leaving the harbour,

6. Ensuring that harbour facilities are functioning properly and to have any defects attended to promptly, subject to budget provision,
7. Report any accident within the harbour area and all instances of damage to harbour structures or installations to the appropriate authority,
8. To supervise staff under the Harbour Master's control,
9. To control all traffic movement within the harbour area,
10. To ensure the proper operation of the harbour lighting, electrical outlets, water supply, maintenance of navigation lights, buoys, day marks and where installed, the reading of tidal gauges,
11. Periodic safety inspections of all harbour facilities including steps, railings, life rings, slipways, etc., and arrangement of maintenance as required,
12. Maintenance of harbour equipment, furniture and services (cranes, winches, fenders, bollards, ladders, steps, lighting, power, water, fuel, etc.),
13. Control of ferry operators, including control of ferry traffic within the harbour,
14. To ensure that the harbour area is maintained in a tidy and clean state,
15. The collection of statistics and local information as required,
16. To cooperate in totality with any construction works or any improvement works within the harbour areas,
17. Undertake the role of Port Security Officer for the harbour (training will be provided)
18. To optimize harbour facilities and allocate berths & moorings to accommodate all operations within the harbour,
19. To manage the reception and control of boat-generated wastes in accordance with Donegal County Council's Waste Reception Plan as well as all other waste,
20. To report and control pollution within the harbour area,
21. To develop and assist with safety policy and ensure that health and safety regulations are complied with,
22. To comply with the Harbour Safety Statement and manage the tasks outlined in same as required by Donegal County Council,

23. To issue Radio Navigation Warnings as appropriate,
24. To liaise with the appropriate emergency services in the event of a marine emergency in the vicinity of the harbour,
25. Carry out routine inspections or as requested by the Piers & Harbours Section of Donegal County Council at other pier & harbour locations throughout the county and report back to the Piers & Harbours Engineer,
26. To maintain the public toilets at the Pier/Harbour,
27. Record and maintain on a daily basis, records of all aspects of harbour activities, including movement of vessels, visitors to the harbour, movement of vehicles, inspections carried out, health & safety documentation, fish landings and all other administrative requirements for the collection of fees, etc.

The successful candidate will be required to attend meetings and co-operate with the Donegal County Council Management Team with overall responsibility for Piers and Harbours in the county. The post holder will be expected to participate in all aspects of the work of the Section in which they are based and will be expected to:

- Have strong relevant technical capability;
- Have a strong sense of ownership of their work and attention to detail;
- Work equally well as part of a team or on their own initiative;
- Have a strong foundation and ability in the use of technology, and a proven record in the review and introduction of new technology;
- Assist in developing best practice procedures;
- Assist in the development of systems to comply with the reporting requirements of external bodies;
- Have a track record of achievement and delivery of results;
- Have a good knowledge of H&S legislation;
- Comply with the H&S Management System and assist in its ongoing development.

3. Qualifications

(a) Character

Candidates shall be of good character.

(b) Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. The successful candidate will be required to undergo a medical examination carried out by the Council's Occupational Health Advisor prior to appointment.

(c) Education, Experience

On the closing date of receipt of completed application forms, candidates must:

- (i)** Possess a Certificate of Competency as Deck Officer Class 2 or Deck Officer Class 4 with Near Continental Command Endorsement valid for service in the Irish Mercantile Marine or an equivalent qualification and have at least one year's satisfactory sea service as Master of a vessel trading within the Near Continental Trading Area or as Chief Officer of a merchant vessel trading beyond the limits of the Near Continental Trading Area

OR

- (ii)** Be serving or have served in the permanent defence force of the state and hold or have held at least the commissioned naval rank of Lieutenant and have had one year's service in command of a naval ship

OR

- (iii)** Hold a second-hand full certificate, endorsed to limited, in charge of a fishing vessel

Note:

- Candidate's must hold a valid driving licence in respect of category B vehicles and must advise if this is not the case.
- Candidate's must have a reasonable level of IT competency, including being proficient in standard office type software packages such as Word and Excel.

4. Particulars of the Post

(a) General

Donegal County Council proposes to create a panel of qualified candidates for the position of *Harbour Master*.

(b) Probation

The successful candidate shall be required to be on probation for an initial period, as determined by the Council.

(c) Remuneration

The current annual pay scale is €35,960 minimum to €46,352 maximum per annum as per Circular EL 02/2023.

Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular.

(d) Base

The base for the post of Harbour Master shall be determined by the Council.

The role of Harbour Master will involve travel and a vehicle will be provided by the employer for any work related travel to be undertaken throughout the day.

(e) Residence

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

(f) Working Hours

The successful candidate's normal hours of work will be 39 hours per week. The Council reserves the right to alter the hours of work from time to time. Due to the nature of the work, attendance will be required outside of normal working hours, including evenings and at weekends.

(g) Requirement to Drive

Candidates shall be required to:

- a) Possess a full current category B Driving Licence.
- b) Have their own vehicle available for travelling to work.

(h) Conflicts of Interest

The post holder shall not engage in any gainful occupation, other than as an employee of a local authority, to such an extent as to impair the performance of his or her duties as an employee of a local authority or in any occupation which might conflict with the interests of the local authority or which might be inconsistent with the discharge of his duties as a local authority employee.

5. Recruitment Process

A. Application Form

- Applications must be made on the official application form and all sections of the form must be fully completed.
- Please do not submit a CV with your application. Only information contained in the application form will be considered when assessing a candidate's suitability for the post.
- Applications must be submitted **by email only** to vacancies@donegalcoco.ie and must be submitted in word or PDF format only.
- Applications must be received by the deadline specified on the form.
- Applications that are late, lost or delayed will not be considered unless official evidence showing that the application was sent within the timeframe can be produced.

B. Short Listing

Candidates may be short-listed for interview on the basis of information supplied. In the event of a short-listing exercise being required, an Expert Panel will convene to examine and assess the application forms against a set of pre-determined criteria, based on the requirements of the job. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.

Where it is considered, by reason of the number and standard of applications received, that it would be reasonable not to admit all candidates to the interview, only persons likely to attain at the interview a standard sufficient for selection and recommendation for appointment shall be called for interview.

C. Right to Information and Review

The Council is committed to offering feedback and information to candidates. Any candidate who wishes to do so may request to have a decision or the process reviewed. Any such request must be submitted in writing, stating the grounds of the request and this must be submitted to the Human Resources Department, Three Rivers Centre, Lifford, Co. Donegal within five working days of the date of notification of a relevant decision.

D. Confidentiality

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.

E. Other

Appointments to the Council are subject to satisfactory checks with regard to references, qualifications, medical examinations, and Garda Vetting, as applicable.

F. Canvassing Will Disqualify

Any attempt by a candidate (or by any persons acting on their behalf) to canvass or otherwise influence any officer of the Council (or persons nominated by it to interview or examine applicants) in the candidate's favour, either directly or indirectly, by means of written communication or otherwise, will automatically disqualify the applicant for consideration for the position.

G. General Data Protection Regulation

Donegal County Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, and the General Data Protection Regulation.

- **Basis for Processing your Personal Information**

The basis for processing your personal data is to process your application for the position you have applied for with Donegal County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied on your application form. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on record.

- **Sharing of Information**

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated shortlisting and/or interview board.

If, following the competition, you are deemed a qualified candidate and offered a position, the information provided in your application form will form part of your Personnel File.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records and employment references.

- Storage period

Your application will be retained for two years from the date of the competition. Applications that are not progressed to interview stage will be destroyed post-competition.

Donegal County Council's Privacy Statement can be assessed at www.donegalcoco.ie