



Caledonian MacBrayne®

Hebridean & Clyde Ferries

EMPLOYING COMPANY:	CalMac Ferries Limited
JOB TITLE:	Harbours Contract Manager
REPORTS TO:	Head of Harbours
VACANCY REF:	1568-SB
CONTRACT:	Fixed term – 24months
RATE OF PAY:	Manager Grade 2 (£30,550 - £44,584)
LOCATION:	Network
HOURS PER WEEK:	37.5
DATE ADVERTISED:	18 August 2020
CLOSING DATE:	7 September 2020

The recruitment Information pack is designed to provide you with as much information as possible, relevant to the role and the recruitment process.

CalMac Ferries Limited is an equal opportunities employer; as such our selection processes are designed to promote equality of opportunity for all.

If you have any further queries, please contact HR Services by email human.resources@davidmacbraynehr.co.uk

OUR VALUES



CALMAC FERRIES LIMITED

CalMac Ferries Limited is the UK's largest ferry operator in terms of ships and destinations served and one of the largest transport operators in Scotland. It is a multi-award-winning ferry and port operation and ship management specialist providing essential lifeline services and logistical support to island and remote communities.

For more information please visit our website at www.calmac.co.uk/corporate/about-us

BENEFITS OF A CAREER WITH CALMAC FERRIES LIMITED

- A rewarding career
- A competitive salary
- Excellent training, development and career progression
- 37 days annual leave
- Potential to work anywhere in the company's network.
- Staff travel pass for yourself, spouse/partner and dependents

ROLE OVERVIEW

To support the creation, and ongoing management, of harbour contracts relating to CFL Ferry and Harbour Operations at specified location(s), ensuring compliance with the Port Marine Safety Code, Safety in Docks and that good practice is adopted across all relevant activities. The role will further manage stakeholder engagement, both internally and externally, supporting the Harbour Operations function to fulfil its contractual obligations.

FUNCTIONAL RESPONSIBILITIES/KEY TASKS

- Support Head of Harbours to deliver safe and effective harbour operations, and to ensure delivery of and compliance with legislation, Client's requirements and CFL Safety Management Systems;
- To develop and manage the company's CHFS2 Harbour Access Agreements and produce compliant agreements in line with both marine and shore legislation,
- Deliver agreed contracts with each port owner that clearly defines the services CFL will provide, and the costs associated
- Ensure Service Level Agreements (SLAs) are drafted and agreed with each port owner
- Deliver Performance monitoring, review and benchmark to allow CFL to test value for money with each port owner through a regular formal performance review meeting.
- To undertake continuous review of market opportunities and undertake direct contact to successfully identify and investigate potential cargo opportunities for Perth Harbour and our West Coast Ports
- Manage CFL Port Management Information Software – AIS and cargo management
- Support Head of Harbours and RHMs with Harbour Operating Contract Management
- Support RHMs with delivery of strategic port operations
- Support Harbours On-Call Structure
- Any other duties directed by line manager



ADDITIONAL INFORMATION

Essential Criteria

- Detailed knowledge of Contract Management
- Knowledge of Procurement and Tender Process relating to Ports business area
- Experience of working in a marine commercial role
- Familiar with PMSC and marine, harbour legislation
- Working with external stakeholder

Desirable Criteria

- Business Management Qualification
- Detailed Knowledge of Marine Industry
- Prince 2 Project Management qualified



OUR NINE KEY COMPETENCIES ARE:

LEADERSHIP

To ensure that we will lead and motivate others to enable them to contribute to the best of their ability.

DECISION MAKING AND JUDGEMENT

To ensure that we weigh the pros and cons of each decision point and take the decision which best meets the objective in hand.

TEAMWORK

To ensure that we work together to deliver the best we can achieve and our business goals.

BUILDING CAPABILITY

To enable everyone to do their job and ensure that our staff are ready for the next step if the opportunity arises.

WORK PLANNING

To ensure that we work in an effective and efficient manner. To ensure that we have the ability to adapt and change plans as the requirements of the situation change.

DRIVE FOR RESULTS

To ensure that we have the energy into achieving results and to take action to exceed goals and expectations.

SAFETY

To ensure the safety of ourselves, our teams, our customers and our visitors.

CUSTOMER FOCUS

To ensure that we anticipate, meet and exceed the needs and expectations of our customers; both internal and external.

CREATIVE THINKING

To encourage all staff to think of new or innovative ways of working to help the organisation continually improve.



THE SELECTION PROCESS

ONLINE APPLICATION

Please ensure that you complete the on-line applications fully as you can as well as submitting an up-to-date CV. It is important that you demonstrate how you meet the essential and desirable criteria outlined within the Job Description.

SHORTLISTING

We will evaluate your suitability for the role by assessing your qualifications, skills and experience.

INTERVIEW

To ensure you are in the best position to perform to your highest standards during our selection process, make sure you review the competencies outlined in the Job Description and have prepared examples of times you have successfully demonstrated these behaviours in the past.

OFFER

Should you be successful, your offer will be subject to the successful completion of a 6-month probationary period and the provision of two satisfactory references.

