



**BRITISH PORTS
ASSOCIATION**

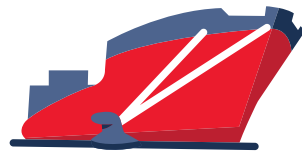
Careers in UK PORTS

Get involved!

**Find out more about rewarding
careers in the UK's ports industry**

anager · harbour master · marine pilot · chairman · port engineer · environment officer · electrician · forklift driver · port director · moorings assistant · finance manager · deckhand · administration officer · marketing officer · communications officer · VTS operators · maintenance engineer · board member · deputy chairman · assistant harbour master · marine operations manager · office manager · stevedore · company secretary · mechanic · operations manager · public relations manager · bunkering manager · coxswain · chief executive · training manager · IT manager · marina manager · corporate security officer · port police officer · VTS manager · clerk · marshal · premises manager · procurer · surveyor · planning officer · hydrographic officer · traffic marshal · human resources · project manager · marine officer · commissioner · business manager · harbour master · marine pilot · chairman · environment officer · electrician · crane operator · forklift driver · port director · moorings assistant · deckhand · administration officer · marketing officer · communications officer · VTS operator · maintenance engineer · board member · legal adviser · deputy chairman · assistant harbour master · office manager · port manager · stevedore · company secretary · mechanic · operations manager · public relations manager · bunkering manager · coxswain · chief executive · training manager · marina manager · company secretary · affairs manager · security officer · port police officer · VTS manager · premises manager · surveyor · planning officer · hydrographic officer · human resources · port services · marine officer · commissioner · bu





BRITISH PORTS ASSOCIATION

The British Ports Association is a national membership body for ports. We represent the interests of operators that handle 86% of all UK port traffic, to Westminster and devolved Governments, and other national and international bodies

The UK ports industry plays a fundamentally important role in the country's economy. 95% of the UK's international trade – imports and exports – is carried through UK ports which also handle 25 million international passenger journeys each year.

We are an inclusive and progressive association, open to all and committed to supporting Government to deliver a policy framework that enables all ports to thrive. As our membership comprises many ports, terminal operators and port facilities, all of varying size, location and nature, the Association is able to draw upon a wide range of experience and knowledge to represent its members' interests.

Port Careers:

What our exciting sector can provide

UK ports and harbours directly employ around 115,000 people and it can be a great sector to work in. Ports provide landside hubs for our country's trade, energy, and fuel supplies, and are important hubs for coastal recreation, tourism, and other maritime activities like marine engineering, shipping services, and fishing. Whilst all ports need ships and boats, they also require enthusiastic people in a range of roles.

Variety of roles

Although important in certain roles, many jobs at ports do not actually require or involve maritime experience. Many of the roles are similar to those available outside the sector, such as in administration, business development, communications, design and engineering, driving, finance and accounts, health and safety, human resources, IT, legal, management, marketing, property management, security, and sustainability.

As well as providing jobs for those with various levels of experience, a number of ports also provide apprenticeships. Many ports also have non-executive boards who oversee their organisation's operations at a high level requiring a range of business skills.

As the UK is an island nation you are never more than a couple of hours from the sea. There is likely a port or maritime facility close to where you live already, or where you would like to live. There are around 120 cargo handling port locations in the UK, operated by a range of companies and organisations including port authorities, terminal operators, shipping businesses, and marine facilities. There are also hundreds of smaller ports providing important local services that are often a focal point for regional communities.

The ports industry is a mainstay of our economy and is resilient, meaning that it is a good sector to plan a career in. The sector is also highly adaptable, building new infrastructure to serve the country. Many ports will be at the forefront of the drive to Net Zero by enabling growth in offshore renewable energy generation.



Charlotte Saunders
Marketing Assistant, Portsmouth International Port

I came across my apprenticeship at Portsmouth International Port whilst searching for marketing careers in my local area. I knew I wanted to develop my skills in marketing and communications, but hadn't previously considered doing this in maritime. The port is such a key part of the city, with Portsmouth being famous for its maritime heritage and its prime coastal location close to key shipping channels. My role has been the perfect opportunity for me to expand my knowledge in marketing and learn how the maritime industry works.

Since joining the port in January 2020 I have grown within my team, running social media marketing campaigns, writing press releases, working with the media on live broadcasts and filming requests and helping to produce graphics for internal and external communications.

There are so many different careers available in the ports industry that don't always involve operations or being outside in a hi vis – although that can be a plus side! I get to work with a number of different teams across the port and learn how they operate, and represent the importance of port workers keeping goods moving across the UK, to both the public and the media. I also still have the freedom to be creative in my job role, which is what originally drew me towards marketing.

My apprenticeship has given me more opportunities than I would have ever expected, and I would encourage any job-seekers to consider a number of industries when exploring new roles. All organisations need a marketing and communications team, and maritime has been a great place to start.





Ports and harbours come in a range of different forms. Some focus on marine issues, others on landside activities. They also operate under a range of ownership models, such as private companies, groups, independent trusts, local authority owned, and some are owned by central government agencies. All types of ports have their own powers to regulate but they are almost exclusively funded through their own activities.

The British Ports Association is the national association for ports and harbours and we are keen to help our members, which between them own and manage over 400 ports, harbours, and terminals, attract new talent into our exciting sector.

Example of a function

Finance and accounting

Finance is central to any organisations and ports are not alone in undertaking a range of activities including day to day banking, invoicing customers and charges through to budgeting, forecasting and risk management.

Ports derive their income by providing services to a range of entities which they use to finance their staffing and operations. The sector charges users and visitors a range of harbour and cargo dues, services, rents and commercial activities. As well as enabling ships and boats to arrive, stay and leave safely, ports provide facilities for cargo, storage, offices and at some locations a number of non-maritime activities including facilities for hospitality, business, training, residential and even film studios.

Ports also have a range of fixed and variable costs, including their employees, energy and fuel, equipment running costs, infrastructure and property maintenance, IT and communications, safety and training, and they also must pay several national taxes and local business rates. Ports also often have resource projects such as dredging of marine areas and legal costs.

These require financial specialists and the types of roles at a variety of ports include:

Accountants, accounting officers, bookkeepers, finance controllers, finance directors, and investment specialists. A breakdown of the various roles are given below in the listings below, under 'Accounting and Finance'.

Below are some general roles that exist – why not think about a career in the ports industry?



Accounting and Finance

- The most senior person responsible for the port's finances – this may be the **Head / Director of Finance / Chief Finance Officer**. This person may be accountable for the overall administrative, financial and risk management functions within the port. This may include developing a financial and operational strategy, developing and monitoring control systems designed to preserve assets, and reporting accurate financial results. They would also most likely be required to manage staff within their department.
- Typically, the second most senior person in the finance department may be the **Finance / Accounts Manager**. This person may be responsible for the strategic analysis or collection and preparation of accounts. This may include monitoring cash flows and budgets, formulating business plans, managing reporting systems, liaising with auditors, and supervising staff.
- **Senior Finance / Accounts Administrator**. This person may manage the port's accounts payable and receivable which may include reviewing and reconciling accounts, processing payments, and maintaining records.
- **Junior Finance / Accounts Assistant**. This person may provide administrative support to accountants which may include working with spreadsheets, ledgers and journals, managing petty cash, controlling credit, chasing debt, and some clerical tasks.



Administration

- **Administrator**
This person would undertake administrative tasks which may include organising meetings, booking travel, managing general phone calls and correspondence, ordering office supplies, and preparing reports or presentations. Administrators can work in any department and are key to keeping the port running smoothly.
- **Personal / Executive Assistant**
This person would work closely with the CEO and senior staff members to provide administrative support, possibly on a one-to-one basis. They would help with sectorial and administrative tasks which may include data management, organising meetings, booking travel, managing phone calls and correspondence directed to the CEO, diary management, and preparing reports and presentations.
- **Receptionist**
This person would be the first point of contact for anyone phoning or visiting the port. They may be responsible for meeting and greeting visitors, booking meetings, arranging couriers, managing the reception area, sorting and distributing post, and carrying out other administrative tasks when required.





Engineering

- Engineering Manager – Civils**
 This person may be responsible for all aspects of MEICA and all civil works at the port. This may include reactive and planned maintenance, condition monitoring and reporting, and other duties when required.
- Engineering Manager – Mechanical & Electrical**
 This person may be involved in carrying out reactive and planned maintenance on the port's infrastructure, condition monitoring and reporting, and other duties when required.
- Deputy Engineering Manager**
 This person may deputise and support the Engineering Director/Manager on the duties listed above. They may lead on certain things such as maintenance tasks, improving infrastructure, promoting the port's engineering services, authorising purchase orders and liaising with statutory authorities.
- Graduate Engineer**
 This person may assist colleagues within the engineering team to fulfil their function. This may include managing resources, conducting feasibility studies, preparing reports, and working with external contractors.
- Autocad Technician / Engineer**
 This person may use CAD systems to create and design plans for port infrastructure such as structures, buildings, and machinery. They may also produce electronic versions of technical drawings.
- Engineering Supervisor / Chargehand**
 This person would be responsible for overseeing engineering staff, coordinating labour allocation within team, training new employees and ensuring safety standards are met.
- Diver**
 This person would work below the surface of the water using scuba gear to inspect, repair, remove, or install equipment and structures. They may use a variety of tools to do this and conducts tests, experiments or photograph structures.
- Fabricator / Welder**
 This person would design, cut and shape metal for existing and new structures at the port. They may also be required to read and interpret blueprints and engineering plans, and inspect work and equipment.
- Storekeeper / Stores Manager**
 This person would be responsible for the maintenance of the port's storeroom which may include stocking materials and suppliers, inventory control and records, and purchasing.
- Mechanic**
 This person may be responsible for building and assembling, inspecting, maintaining, and conducting repairs of the port's machinery and equipment.



Environmental

- **Environment or Sustainability Manager**
This person would be responsible for overseeing the environmental performance of the port to ensure its compliance with all environmental legislation and regulations. This may include developing and monitoring environmental strategies and management systems to promote sustainable development, carrying out audits, coordinating pollution control, and liaising with government agencies.
- **Environment Assistant / Officer**
This person would assist the Environmental Manager in managing the environmental performance of the port. They may also be responsible for investigating any incidents or complaints, compiling reports, and gathering samples.



Health and Safety

- The most senior person responsible for the port's health and safety department may be the **Head / Director of Health and Safety**.

This person would be responsible for all matters relating to the health, safety and welfare of those working at the port. This would include developing and monitoring strategies and management systems to ensure the port's compliance with all health and safety legislation and regulations. They may also be required to manage other staff within the safety team.

- The second most senior person responsible for the port's health and safety department – this may be the **Health and Safety Manager**.

This person may conduct health and safety inspections and audits, report recommendations, and develop a programme of training for health and safety. Depending on the size of the port, they may also carry out some of the duties included in the role description for the Director of Health and Safety and may manage other staff within the safety team.

- **Health & Safety Officer / Assistant**
This person would assist the Health and Safety Manager/ Director to implement and monitor the port's strategies and management systems in relation to health, safety, and welfare.



IT, Data and Technology

- The areas around **information Technology** are becoming increasingly important for all types of business and ports and certainly finding increasing focus on these activities.
- From the more traditional systems management and maintenance responsibilities port technology professionals are now seeing more increasing focus on **automation of equipment and improving operational and process efficiencies**.
- There are now roles at certain ports looking at everything from digital modelling, data optimisation and analytics through to cyber security.
- They also as well as **communicating** to staff and stake holders using traditional IT based systems and processes, ports are now involved in smarter interfaces with customers and port users using closed networks and 5G which means this part of the sector is growing and is an exciting division for people to get involved in.



Maintenance

- The most senior person responsible for the port's maintenance department may be the **Workshop / Plant / Maintenance Manager**.

This person would be responsible for overseeing the plant and maintenance activities at the port. This would include developing and maintaining a maintenance system and programme to minimise unscheduled down time, recommending modifications on existing equipment and facilities, and ordering spare parts and maintenance supplies.

- **Workshop / Plant / Maintenance Engineer**
This person may be responsible for inspecting and maintaining all plant and machinery, diagnosing faults, and maintaining accurate records.



Marine

- **Harbour Master**

This person is responsible for fulfilling the statutory duties of a Harbour Master to ensure safe and efficient marine operations. This may include advising the Board on marine matters, managing marine staff and budgets, delivering effective VTS and pilotage, coordinating response to port incidents, working with stakeholders and government agencies, and overseeing port marine operations procedures to ensure they are in compliance with the PMSC.

- **Deputy Harbour Master / Assistant Harbour Manager**

This person would support the Harbour Master with their duties to ensure safe and efficient marine operations. They would deputise for the Harbour Master when required.

- **Pilot**

This person is responsible for commanding a ship to steer them into and out of the port. Using their specialised knowledge of local conditions they may be required to consult maps, charts, weather reports, and navigation equipment.

For larger port operations:

- **VLS Pilot**
- **Class 2 Pilot**
- **Class 1 Pilot**
- **Class 3 Pilot**

- **VTS Manager**

This person will support the Harbour Master in managing and operating the daily operational activities of the VTS. Depending on the size of the port they may be required to manage VTS personnel.

- **VTS Officer / Operator**

This person will support the VTS Manager in managing and operating the daily operational activities of the VTS.

- **Lockmaster / Local Port Services**

This person would help ensure the safe transit of vessels throughout the port, provide ships masters and agents with information about navigation, operate locks, maintain marine communications and information service, and liaise with stakeholders.

- **Dock / Pier Master**

This person would be responsible for the docks / piers within the port.

- **Coxswain**

This person would be responsible for the safe boarding and landing of pilots and operation of pilot cutters. They may oversee servicing and maintenance, safety audits, and waterborne security and safety patrols.

- **Assistant Coxswain**

This person would support the Coxswain with their duties to ensure the safe boarding and landing of pilots and operation of pilot cutters. They would deputise for the Coxswain when required.

- **Deckhand**

This person may be responsible for assisting pilots with boarding and landing, linesman and watering services, and helping with maintenance checks.

- **Tug Master**

This person may be responsible for operating tugs which provide towage assistance for vessels, ensuring they are well maintained, positioning buoys, maintaining tug towlines and maintaining appropriate records and reports.

- **Marine Assistant**

This person may be responsible for carrying out patrols within the harbour, regular checks on equipment within the harbour, assisting with towing operations, and assisting the tug master when required.

- **Leisure / Berthing Manager**

This person may be responsible for managing all marina berths including record keeping, berthing allocation, towing vessels, and issuing contracts.

- **Hydrographer / Conservancy Manager**

This person may involve collecting scientific data and mapping the underwater topography of the harbour waters using surveying equipment in order to plot charts, maps, and routes for navigation purposes.



Marketing / PR / Communications / Corporate Affairs

- The most senior person responsible for the port's health and safety department may be the **Head / Director of Health and Safety**.

This person would be responsible for all matters relating to the health, safety and welfare of those working at the port. This would include developing and monitoring strategies and management systems to ensure the port's compliance with all health and safety legislation and regulations. They may also be required to manage other staff within the safety team.

- The second most senior person responsible for the port's health and safety department – this may be the **Health and Safety Manager**.

This person may conduct health and safety inspections and audits, report recommendations, and develop a programme of training for health and safety. Depending on the size of the port, they may also carry out some of the duties included in the role description for the Director of Health and Safety and may manage other staff within the safety team.

- **Health & Safety Officer / Assistant**

This person would assist the Health and Safety Manager/ Director to implement and monitor the port's strategies and management systems in relation to health, safety, and welfare.





Operations - land side

- The most senior person responsible for the port's operations department – this may be the **Operations / Commercial Director / Head of Operations**.

This person may be responsible for developing and implementing commercial strategies and objectives as set by the Board. This may include conducting market research, developing business plans, liaising with current and potential customers, and managing staff. They may also oversee all port operations which would include liaising with customers, government agencies, and port users to ensure safe and efficient vessel loading and discharge.

- The second most senior person responsible for the port's operations department – this may be the **General / Operations Manager**.

This person would oversee all port operations which would include liaising with customers, government agencies, and port users to ensure safe and efficient vessel loading and discharge. They would also play an important role in managing operational staff.

- **Deputy / Assistant Manager Operations**

This person would assist the General/Operations Manager to ensure safe and efficient vessel loading and discharge. They would deputise for the General/Operations Manager when required.

- **Operations Supervisor / Chargehand.**

This person would be responsible for overseeing permanent and agency dockworkers, coordinating loading and discharge operations, training new employees, and assisting with visiting customers.

- **Dockworker / Port Operative**

This person would assist with loading and unloading cargo from ships arriving at the port. This may include securing ships, preparing the gangway, inspecting cargo, and marking down any damaged or lost items.

- **Crane Operator**

This person would be responsible for operating a crane to load and discharge ships.

- **Head / Manager of Agency / Shipping**

This person would be responsible for maintaining high levels of communication with customers and suppliers, cost estimating/quoting, managing enquiries and claims, and promoting the port's business.

- **Operations Administrator**

This person would undertake administrative tasks for the operational team which may include processing manifests and specifications, producing reports, liaising with quay staff, interacting with customers and shipping agents, and producing out turns.





Port Apprentices

- **Apprentice**
Apprenticeships at the port may include business administration, IT, security, warehousing, port operatives, accountancy, and engineering. This person would have their own training programme which would involve working towards receiving a certificate in their chosen role.



Property

- The most senior person responsible for the port's property, development and estates – this may be the **Head / Director of Property / Development / Estates**.
- This person would be responsible for managing the port estate and property. They may be required to negotiate contracts, oversee maintenance, liaise with external suppliers, and assist in developing the port Master Plan.
- **Property / Estates Manager**
Depending on the size of the port, this person may either assist in managing the port estate and property or oversee this entirely.



Security

- **Security Manager**
This person may be responsible for managing an external security contractor, implementing processes and procedures to ensure the port area is secure and safe for all users. They may also act as the Port Facility and Security Officer and liaise with government agencies and, in some cases, the port's own police force, if relevant.



Senior Leaders and Boards

- **Security Manager**
This person may be responsible for managing an external security contractor, implementing processes and procedures to ensure the port area is secure and safe for all users. They may also act as the Port Facility and Security Officer and liaise with government agencies and, in some cases, the port's own police force, if relevant.

Shenaz Bussawon

Office Manager and Personal Assistant, British Ports Association

Diversity is not just a tick box exercise for employers, let's embrace it!

It's a good time to reflect on the people and careers activities within our sector and how we can improve as a collective. I have now been in the Maritime sector for just over two years and when I joined it was slightly daunting not having a background in the sector. However, the first thing that struck me is how warm and open the UK maritime industry is and the people made me feel really welcome.

I was amazed, and indeed still am, at just how many different sectors there are within the maritime industry and what an important role the sector plays in our daily lives. I don't think people outside the sector know exactly what the **opportunities** are to work in this exciting industry.

I am part of the Maritime Careers Hub and the recently established Ethnicity in Maritime initiative, which are both facilitated by Maritime UK. Since joining these I have seen a great connection in the two and how important it is that we bring their aims to broaden diversity and inclusivity in our sector. Attracting more people to think about careers is good for employers too; it means you get more choice from the pool of talent and fresh ideas and perspectives.

Having participated in a number of careers events over the last two years, which had school and college-age youngsters attend, I was sometimes sad when speaking to students from all backgrounds aged from 7 to 17 who had no idea about the abundant career opportunities in maritime. At these events I asked youngsters "What do you enjoy and what

are you good at?" and if a student said "I like drawing and making things", I could immediately suggest "You can be an engineer!". Adding, "Even better be an engineer on a ship and get paid to travel the world while doing what you love!".

Seeing almost a lightbulb expressive moment on the face of a student made me feel real satisfaction. Being a source of information that could inspire an idea in a young person, has hit home how much I wished I had someone telling me at their age about career prospects within the maritime industry. I know for sure I had no direction from my school & college about career advice but at least I have found the industry now! There is of course great work already done by many maritime bodies in the sector and individually many ports also reach out to schools and stakeholders.

There is still more to be done to inspire young people from all backgrounds. **It is important schools and industry have open doors and communicate.** With both of these elements, this will lead to **greater opportunities for a more diverse future within the maritime industry.**

In this new era of social distancing and less physical interaction, we are now looking further at how to engage. It's helpful at least that the younger generation is so tech-savvy, meaning virtual events should be easy to organise. One thing is clear though; we need to keep getting out there to promote our sector to a diverse range of people who could be the next generation of port and maritime workers.

I might be biased but once people learn more about maritime, it's an easy sell!





Find out more

SCHOOL LEAVERS

www.inspiringthefuture.org

www.careercolleges.org.uk

www.maritimeuk.org/careers

www.youtube.com/channel/UCSzgHV1vTXAZgzBPMVIEqVQ/videos

Shoreham port – Keeping Britain Supplied

Shoreham port – Shoreham Ports Key Cargoes

Shoreham port – Skilled Marine Team

JOB SEEKERS

<https://www.britishports.org.uk/news-and-events/industry-jobs>

CAREERS INFO

Maritime UK - www.maritimeuk.org/careers/outreach-teaching

Get Inspired - www.ebpsouth.co.uk

Recruitment agencies www.maritimeuk.org/careers/maritime-recruitment-agencies/recruitment-agencies

TRAINING AND SKILLS

Port Skills and Safety - www.portskillsandsafety.co.uk

Port Training Services - <https://porttrainingservices.co.uk>


The BPA is also producing a People in Ports programme to showcase who works in our sector and what they do!

GENERATION LOGISTICS

PUSH YOUR
BOUNDARIES

The BPA is supporting the Generation Logistics Campaign to promote careers in the logistics freight and transport industries. The campaign is being rolled out across the logistics industry and further details can be found on its website.

 www.generationlogistics.org

 @Gen_Logistics

 Generation-Logistics

Responsible for enabling 95% of the UK's global trade, maritime touches every part of our lives. Quite simply, without maritime, half the world would freeze, and half the world would starve.

From working at sea or in a port, to working in the City of London, to cleaning the oceans of plastics or designing a superyacht, maritime is big business. We add more to the economy than both rail and aviation combined. Working in maritime is exciting, rewarding and unlike any other industry.

With the sector expected to double in size to \$3trn by 2030, we need the next generation of innovators and problem solvers to join the industry and help shape the future of the world we live in.

There are lots of different routes into a career in maritime, including a university qualification or an apprenticeship.



 www.maritimeuk.org/careers/

 @MUKCareers

 maritime-careers





BRITISH PORTS
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