

## Overview

This standard covers the competence required to manage marine employees.

The standard includes establishing the staffing and skill levels required; identifying employee numbers and skill levels necessary to deliver the port marine services; managing employee recruitment, training and performance.

The role requires the interpretation and application of, and compliance with, relevant international and national regulations; codes of practice, standards, frameworks and industry guidance

## Target Group

This standard applies to individuals who have a duty to facilitate the safe and efficient use of the harbour.

Typically, this will be the Harbour Master or Authorised Deputies with delegated powers.

Note that in this NOS, unless otherwise specified, the term port may also mean harbour. However, the term harbour does not necessarily mean port.

### Performance criteria

- You must be able to:*
1. assess operational requirements to identify the employee structure and skill levels required to deliver a safe and efficient service
  2. manage the following employee processes according to organisation standards and procedures:
    1. recruitment and selection
    2. training
    3. professional development
    4. performance management
  3. develop and implement effective employee communications including dialogue with workforce representatives
  4. implement workplace succession planning

## Knowledge and understanding

*You need to know and understand:*

1. international and national regulations; codes of practice, standards, frameworks and industry guidance
2. how a marine department is typically constituted and managed, including:
  1. assignment of roles, duties, responsibilities and authority
  2. operational conduct
  3. rosters, working hours and rest periods
  4. communication arrangements
  5. provision and use of work equipment
  6. recruitment and training
  7. assessment and re-assessment of competence
  8. authorisation, re-validation, revocation and suspension
  9. disciplinary arrangements
  10. performance management systems
3. who the stakeholders and workforce representatives are in the marine organisation
4. current employment regulations, guidance and codes

## Manage marine employees

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**Originating Organisation** Port Skills and Safety

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**Relevant Occupations** Harbour Masters, Harbour Masters and those with delegated Harbour Master powers

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**Suite** Harbour Masters

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