

Port of London Authority

JOB DESCRIPTION

1. JOB DETAILS	DEPARTMENT
Job Title: Hydrographic Surveyor	Reports to: Operations Manager
Grade: PLA Grade 5	Dated: May 2021

2. JOB PURPOSE

To plan, acquire, process and report surveys and other tasks as required to support the range of work of the Hydrographic Department. From the data obtained, produce highly detailed and accurate navigation and engineering charts and other related products and reports for internal and external customers.

To work in a timely manner and in compliance with the Port Marine Safety Code, IHO S.44 and other survey specifications and standards that may be required through use of best practices. To assist the Management team in putting our customers first, creating a great place to work and continually improving the operations and services we provide by working safely, compliantly and sustainably.

3. JOB DIMENSIONS

Financial: - Department £1.7M K
 Correct deployment of resources at £1200-£10000 per day

Staff Responsibilities No Permanent Direct staff responsibilities (*however liaises daily as senior grade aboard survey craft. May also have project role with seniority and lead surveyor/project surveyor responsibilities involving to direct and manage sub-contractors*)

4. ORGANISATION CHART ATTACHED

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5. KNOWLEDGE, SKILLS AND EXPERIENCE

- A proactive approach to achieving tasks allied with a sound technical knowledge and previous experience of hydrographic surveying methods and techniques including hydrographic survey experience.
- Hold a higher education qualification in a marine/survey related discipline. This should at least degree level or IHO Cat. B.
- Experience of Port and/or Inshore hydrographic surveying, and a knowledge of International, National hydrographic standards and quality assurance systems.
- Highly organised with attention to detail and the ability to work effectively under pressure, manage priorities and work to challenging and sometimes changing objectives and deadlines.
- Independent problem-solving and quality checking ability.
- Articulate and able to use a variety of communication channels.
- High degree of computer literacy is required, including office365 Suite.
- Be able to work under own initiative and as part of a team and to function normally afloat, with evidence of motivating others, demonstrating energy and enthusiasm in an environment with changing schedules.
- Must participate in identified training and be willing to undertake further training, as necessary.

Desirable but Not Essential

- Capability and understanding of land surveying and high-resolution surveying and associated calibration and data verification methodologies.
- Appropriate marine qualifications and small boat handling/working experience.
- Previous use of industry standard survey hardware and software packages.
- Experienced in computing and networking including computing components, interfacing and electronics.

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6. KEY ACCOUNTABILITIES

- Complete safety of navigation and contracted surveys for and on behalf of PLA Hydrographic Service, for internal and external clients; including survey design, on site data collection, post processing, analysis, presentation, charting and reporting.
- To generate and assist with the production, update and distribution of charts, reports, and associated products as required to meet the departments objectives internally and to outside agencies.
- Maintain vessel and survey equipment to ensure that calibration, certification and servicing routines are completed in accordance with manufacturer and industry standards.
- Required to remain afloat for out of hours work to support navigational and environmental emergencies.
- Required to remain at work to assist with out of hours navigational and environmental emergencies. (Data Processing / Supporting afloat teams)
- Support out of hours work to enable safe operation of port and terminals in non-emergency, but around planning/schedules/availability.
- Play an active role in contributing towards the continued advancement of the PLA Hydrographic Service and the field of geomatics through keeping up to date with technological developments, standards and working practices.
- Knowledge sharing and training of other Hydrographic/PLA Staff.
- Support the delivery of external education programs undertaken by the department (i.e. UCL MSc) Designing and running fieldwork and tutorials to meet the syllabus.
- Maintain currency of knowledge on systems and developments by self-directed study and CPD as well as taking the opportunity to attend conferences and seminars, keeping contacts with suppliers and other port surveyors.
- To field test new survey equipment and platforms.

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- Understand and implement the calibration of the survey systems, applying corrections and filters as necessary to ensure quality and accuracy of data in line with survey specifications.
- Assume responsibility for a scheduled and specified survey task, including where appropriate from the planning through to the finished product, including the use of GIS and Digital Chart production, and to record and communicate associated metadata and tracking systems to providing a means to quickly establish the status of a survey.
- During contracted project work, where required to assume PLA representation and supervisory role including the overseeing and direction and management of subcontractors, liaison with the customers' representative so as to ensure that the planned survey is as required, and that health and safety issues are addressed.
- Support the Department and clients with dredging calculations and, where required, act as the PLA representative during dredging operations.

7. COMMUNICATIONS AND WORKING RELATIONSHIPS

- Manage relationships with colleagues and clients, exchanging information to aid problem solving and improve the service to internal and external customers to understand their requirements and deliver appropriate solutions.
- Effectively contribute to meetings, presentations, and project groups within the organisation.
- Regular consultations with, and advice to, stakeholders, including river terminal operators and engineering contractors.
- Represent the PLA as onsite lead on the Thames or working remotely (Nationwide)
- Represent the PLA at external events external events, meetings and participate in industry working and benchmarking groups, to inform best practice, efficiencies and innovation.

8. DECISION MAKING AUTHORITY

- Daily decisions on own initiative and with colleagues to prioritise workloads and take responsibility for achieving personal and team objectives and deadlines.

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- Critical afloat remote and autonomous project related safety and productivity related decision making.
- Research and evaluate the merits of new survey products available and make informed recommendations as to their suitability for deployment at the PLA.
- Evaluate situations quickly, foresee problems and select effective solutions with minimal supervision.

9. REPORT PREPARATION

- Report as specified on conducted surveys, providing factual and interpretative elements for internal and contracted work.
- Compile various reports on individual or group project work as required.
- Produce maintain and review reports and procedures related to areas of accountability both individually and across the surveyor team with respect to equipment, hardware, software, and associated workflows.
- Produce and present papers on new product trials, with recommendations.

10 HEALTH & SAFETY

- All staff are responsible for complying with rules and regulations governing employment by the PLA and are obliged to assist the PLA to comply with all statutory and regulatory provisions, including a duty of care for their own health and that of others.
- You will be tested for alcohol and drugs in all cases where you have had any involvement in a workplace accident or in any incident that has caused or could have caused a danger to health or safety. Testing will also be carried out where management has grounds to believe or suspect that you may be under the influence of alcohol or drugs. This is known as ‘with cause’ drug or alcohol testing.
- Random alcohol and drug testing will be carried out on all members of staff.

11 . AUTHORISATION DETAILS

Prepared by: John Dillon-Leetch, Jim Powell and Jemma Jeffery

Date: May 2021

Authorised by: _____ Date: _____



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12 . JOB HOLDER'S RECEIPT

Name: _____ Date: _____

Signed: _____ Date: _____

You are responsible for taking care of your own health and safety and that of colleagues and others who may be affected by what you do (or do not do). Co-operate with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare.