



# JOB PROFILE

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<b>Post Title:</b>	Maritime Officer
<b>Portfolio:</b>	Safety, Security and Home Affairs (SS&HA)
<b>Responsible to:</b>	Deputy Head of Maritime
<b>Responsible for:</b>	N/A
<b>Grade:</b>	Band C

## Job Purpose

To improve the lives of all within our community and help the island thrive by providing a support role to the Maritime Authority.

The Maritime Officer will ensure that they can assist in systems and processes required to adhere to international maritime obligations in place and to the standard required to satisfy the obligations.

In addition the Maritime Officer will provide a supporting role to other SHG officers in the design and delivery of the desired systems and processes where necessary.

This will include direct support to the development and review of procedures across the services, as necessary.

## Background:

The UK is one of the International Maritime Organization's (IMO) Member States and a signatory to international maritime conventions. The UK Member State comprises the UK, its Crown Dependencies and Overseas Territories, from which the British Shipping Registers are formed and collectively known as Red Ensign Group (REG). Under the UN Convention on the Law of the Sea the UK has devolved implementation of the duties, obligations and responsibilities for flag, port and coastal State to the individual respective REG members. The Maritime and Coastguard Agency (MCA), on behalf of the UK Secretary of State, is responsible for implementing those international conventions, to which it is a party, in the UK and for ensuring that all other REG jurisdictions accomplish the same for those international conventions which have been extended to them.

SHG recognises the need to comply with its international obligations including those flag, port and coastal State duties in the IMO Instruments Implementation Code (III Code), and that the responsibility for meeting those obligations lies across a number of service areas.

Flag State is concerned with obligations for vessels flying St Helena's Flag.

Port State is the monitoring of standards for foreign vessels in St Helena waters and

Coastal State addresses the obligations on St Helena Government to provide safety of navigation and effective response to incidents in St Helena waters.

The III Code is the IMO audit standard to assess Member State compliance with their international obligations.



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The Maritime Officer is intended to support with the implementation of the Maritime Authority, providing administrative assistance to the St Helena Maritime Authority Strategic Framework.

## Main Duties and Responsibilities

1. Support the HoM, the Deputy HoM, the Maritime Authority Advisory Board, Port Control and key stakeholders in reaching compliance with the III Code and National standards.
2. To provide administration and operational support to the development and remit of the Maritime Authority, in achieving, implementing and maintaining compliance standards.
3. Assist with policy and procedure development and practical implementation covering the III Code, Flag, Port, and Coastal state requirements including;
  - a. General Maritime Administration and data management,
  - b. Maritime Education & Training,
  - c. Maritime Safety and Security including International Ship and Port Facility Security
  - d. Pollution Preparedness and Response
4. To support in achieving, maintaining and improving overall performance and capability, as a Flag, Port, and Coastal State by continuous monitoring, review and evaluating policy and procedure.
5. Assist with working with SHG portfolios/departments and relevant internal and external stakeholders and service areas to enhance awareness and support with the development and maintenance of maritime policies, procedures and guidance to deliver effective compliance and build capacity in their areas of expertise.
6. Communicate and liaise with colleagues within the public service / government and from international organisations, including facilitating and arranging meetings and various engagements.
7. Support with the appropriate communicating of maritime compliance requirements within the public service / government and to the public where necessary.
8. Support with the engagement with sea users, local stakeholders and businesses to improve understanding, change behaviour, collate feedback and develop a culture of safety compliance.
9. Support with the monitoring of changes to international conventions, through communication with the MCA's International Liaison team, and other applicable laws and regulations.
10. To ensure that all systems and databases are organised and maintained to enable evidence based decision making and justifications thereof.
11. Support the Deputy HoM with developing and managing the St Helena Ship Registry as per the quality objectives of the REG (Training will be provided).



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12. Take on secretarial duties for the Maritime Authority Advisory Board, and any other relevant forum, including out of office, such as minute and note taking, recording and documenting events and transcribing communications.
13. Assist as appropriate with budgetary forecasting and monitoring duties, including project budgets.
14. Deputise for the Deputy HoM as appropriate and as required.
15. Carry out compliance related duties that are specific to safety requirements in the maritime environment such as basic inspections and assessments as appropriate. (Training will be provided).
16. Assist with enforcing compliance with maritime laws within St Helena waters and 200nm EEZ.
17. The Maritime Officer will have an awareness of the maritime industry and must be willing to immerse themselves in maritime training, covering safety systems and procedures and educational programmes.
18. To travel overseas to attend conferences, workshops and for exposure and training opportunities.

## Special Conditions

- Out-of-hours working in order to support service delivery and during consultation periods.
- Practical elements that require field work, such as boarding vessels and work at sea.
- Working in adverse weather and sea conditions if required.
- Dealing with awkward/irate users and the public in confrontational situations.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

## Core Competency Framework

Competency	Level
<b>Professional Development:</b>	ii



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Required Professional Competency standards met	
<b>Planning &amp; Delivery of Work:</b> Plans and organizes work to meet objectives whilst achieving quality and value for money. Identify information needs and ensures delivery to plan in a timely and effective manner. Recognises good and tackles poor performance	iii
<b>Analysis and use of Information:</b> Outputs, including the evaluation of policies, projects and programmes are evidence based and decision making and solutions are established by interpreting trends	iii
<b>Decision Making:</b> Solves problems that have significant short-term implications for the directorate and assesses the impact of decisions made. Decisions are formed based on trends, patterns and causes rather than just symptoms and is evidence based and made in compliance with policy guidelines.	iii
<b>Working with Others:</b> Engages effectively with senior managers and other stakeholders using a range of communication mechanism, and shares and implements good practice with all.	iii
<b>Communication:</b> Ensure important messages are understood and written communications are well structured and have clear meaning. Presents information that have a positive impact on others and engages with them to understand their needs	iii
<b>Influencing and Persuading:</b> Team player, receptive to constructive feedback and seeks clarification when necessary. Confident in expressing difference of opinion in a constructive manner.	ii
<b>Dealing with Change:</b> Flexible, adaptable and receptive to any change initiatives. Will support colleagues in understanding and embracing change by focusing on benefits to self and others.	ii
<b>Continuous Improvement:</b> Willing to learn and develop in job role	i
<b>Managing Resources:</b> Works within appropriate guidelines and capable of dealing with varied situations with limited guidance.	ii



## PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
<b>Qualifications:</b>			
GCSE Maths at Grade C or above, or equivalent	E	√	
GCSE English at Grade C or above, or equivalent	E	√	
Maritime related qualification at level 3 or above, or equivalent, or, willingness to undertake relevant training	E	√	√
<b>Knowledge &amp; Experience:</b>			
Knowledge of Maritime Environment	E	√	
Knowledge of Maritime Industry	D	√	
Knowledge of Safety Compliance in way of Safety at Sea	D	√	√
Knowledge and understanding of Policy and Procedures	D	√	√
Proficient in Information and Communication Technology (ICT)	E	√	√
Experience in a maritime or maritime related area – in an employment capacity or other	E	√	√
<b>Skills and Abilities:</b>			
Interpersonal skills, with the ability to build and maintain professional relationships, share ideas and collaborate with colleagues, partners and stakeholders at relevant levels	E	√	√
Communication skills, both written and verbal, with the ability to use appropriate language and expression relevant to the situation and people being addressed	E		√
Management and Organisational skills, with the ability to self-manage time and workload, and manage and organise work activities to achieve goals across the Maritime remit.	E		√
People management skills with the ability to relate to all across SHG and the general public.	E		√
Able to produce work plans and follow through using all resources for the best outcome	E		√
The ability to work in a team and as an individual to achieve actions and meet goals	E		√
Able to gather information and produce reports accordingly, and to monitor and record the	D		√



## PERSON SPECIFICATION

development of information			
Able to use available information for assessment, decision making reasons and to meet deadlines	D		√
Able to identify problem areas and use logic and initiative to problem solve with a constructive and creative approach	D		√
The ability to recognise unsafe practices, risk assess and implement appropriate health and safety measures	E		√
Able to recognise where confidentiality is a must and maintain confidentiality as required	E		√
Skills in ICT, in order to produce presentation material for stakeholder presentations, public presentations and consultation.	D		√
<b>Other:</b>			
Willingness to work flexibly – out of office work will be required	E		√
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults	E		√
Contribute to a positive working environment ensuring commitment to equality and diversity	E		√

### Our Values

#### FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

#### INTEGRITY

We communicate openly and we are honest, accountable and ethical.

#### TEAMWORK

We work together and we support each other.