



JOB PROFILE

Post Title:	Deputy Head of Maritime
Portfolio:	Safety, Security and Home Affairs (SS&HA)
Responsible to:	Head of Maritime
Responsible for:	N/A
Grade:	E

Job Purpose

To improve the lives of all within our community and help the island thrive by providing a support role to the Head of Maritime (HoM). The Deputy Head of Maritime (DHoM) will ensure that they can assist the HoM 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 DHoM will provide a supporting role to other SHG officials in the design and delivery of the desired systems and processes where necessary.

This will include direct support to the development of policy across the services, oversight of policy performance and review 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 Deputy Head of Maritime is intended to support the Head of Maritime with the implementation of the Maritime Authority, providing administrative assistance with the St Helena IIC implementation strategy.

Main Duties and Responsibilities

1. Support the HoM, the Maritime Authority Advisory Board, Port Control and key stakeholders in reaching compliance with the III Code and National standards while also ensuring continued future compliance as changes to existing international conventions occur or as new conventions are adopted by the IMO.
2. To support in developing maritime strategies that aligns with the Memorandum of Understanding signed between St Helena Government, the Department for Transport (UK Government) and MCA, and also, the policies of the REG.
3. Assist with policy and legislation development covering the III Code, flag, port, and coastal state requirements including;
 - a. General Maritime Administration and data management,
 - b. Maritime Education & Training, including Pollution Preparedness and Response,
 - c. Maritime Legislation,
 - d. Maritime Safety and Security including International Ship and Port Facility Security.
4. To support in achieving, maintaining and improving overall performance and capability as a flag, port, and coastal State by continuous monitoring, review and evaluation.
5. Work with SHG portfolios/departments and relevant internal and external stakeholders and service areas to enhance awareness, develop and update maritime policies, procedures and legislation, and guidance to deliver effective compliance and build capacity in their areas of expertise.
6. Carry out administrative duties for the implementing, maintaining and monitoring of all round compliance and assist with maintaining a monitoring programme to continuously check the adequacy of measures taken for all round compliance with relevant international conventions and national maritime standards and obligations.
7. Communicate, liaise and cooperate with colleagues from international organisations.
8. Ensure maritime compliance requirements are appropriately communicated within government and to the public where necessary.
9. Engage with sea users, local stakeholders and businesses to improve understanding, change behaviour, collate feedback and develop a culture of safety compliance.
10. Monitoring of changes to IMO conventions, through communication with the MCA's International Liaison team, and other applicable laws and regulations.



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11. Assist with provision of an evidence based information system to inform decision making and the justification thereof.
12. Develop and manage the St Helena Shipping Registry as per the quality objectives of the REG (Training will be provided).
13. Take on secretarial duties for the Maritime Authority Advisory Board.
14. Assist with Finance and Budgetary duties.
15. Deputise for the HoM as required.
16. Carry out compliance related duties that are specific to maritime safety requirements such as basic standard inspection and survey of small vessels, investigation of incidents and assessment of areas with a potential risk factor (Training will be provided).

Special Conditions

- Out-of-hours working in order to support service delivery.
- 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 firmly in confrontational situations.
- If statutory powers given at a later date, enforcing compliance with maritime laws within St Helena's water and 200nm EEZ.
- Dealing with the public during consultation periods.
- Overseas travel to attend conferences, and for exposure and training opportunities.

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
Professional Development: Requirements for Continuous Professional Development met and when necessary submitted to Professional Institute in order to continue recognition of professional status.	iii
Planning & Delivery of Work: Ensures appropriate resources and levels of capability to deliver to plan. Promotes and enforces appropriate organizational rules and procedures. Leads by example in managing business relationships.	iv



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Analysis and use of Information: Interprets complex written information. Able to assess the validity, relevance and limitations of different sources of evidence. Generates a range of options and appraises them based on evidence available.	iv
Decision Making: Solves problems that have significant short-term implications for the organisation. Assesses the impact of decisions. Identifies causes rather than just symptoms to inform solutions. Uses trends and patterns in information for evidence based decisions. Confident in making decisions within policy guidelines Assembles available knowledge to ensure evidence based decisions.	iii
Working with Others: Manages relationships with key stakeholders by utilising a high level of understanding of own and other's behaviours. Develops relationships with key stakeholders. Influences key stakeholders on issues relevant to the organisation. Creates an environment which will enable delivery of shared policy outcomes.	iv
Communication: Promotes communication across the organisation. Negotiates to reconcile individual competing priorities Communicates the organisation's priorities. Summarises complex information in an effective manner.	v
Influencing and Persuading: Encourages and provides constructive feedback to improve performance. Ensures alternative approaches to work are effective in meeting the organisation and individual needs. Remains constructive when disagreeing or challenging. Challenges inappropriate employee behaviours.	iii
Dealing with Change: Encourages employees to embrace and contribute to change. Presents the business need for change and can focus others on the positive aspects. Enables others to implement change. Anticipates obstacles to change.	iv
Continuous Improvement: Can describe what the future looks like in terms of service improvements and modernisation. Motivate others to improve and develop their performance. Constructively challenges existing strategies. Sets SMART objectives for teams and evaluates them.	iii
Managing Resources: Ensures appropriate resources and levels of capability to deliver to plan. Uses management information to monitor/control resources. Supports initiatives for new and more efficient use of resources. Gains respect and credibility from team members through effective delegation, coaching and development.	iv



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
GCSE Maths at Grade C or above, or equivalent.	E	√	
GCSE English at Grade C or above, or equivalent.	E	√	
Information and Communication Technology at pass mark, or equivalent or, willingness to undertake relevant training.	E		√
GCSE Science related subject at Grade C or above or equivalent.	E		√
Valid Class A Driver's Licence	E	√	
Knowledge & Experience:			
Knowledge of Maritime Environment.	E	√	
Knowledge of Maritime Industry.	E	√	
Knowledge of Safety Compliance in way of Safety at Sea.	E	√	√
Knowledge and understanding of Legislation, Policy and Conventions.	D	√	√
Experience in low level management / supervisory role.	E	√	√
Experience in a maritime or maritime related area – in an employment capacity or other.	E	√	√
Have an awareness of the maritime industry and must be willing to immerse themselves in maritime training, covering legislation, project management, safety systems and procedures and educational programmes.	E	√	√
Skills and Abilities:			
Interpersonal skills, with the ability to build and maintain professional relationships, share ideas and collaborate with colleagues, partners and stakeholders at relevant levels, and where appropriate make recommendations and provide guidance.	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		√



PERSON SPECIFICATION

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 development of information.	D		√
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		√
Ability to produce presentation material for stakeholder presentations, public presentations and consultation.	E		√
Financial management skill at an intermediate level.	D		√
Be able and willing to attend relevant training and exposure, which could include going overseas, in order to meet the full requirements of the job role.	E		√
Be willing to train in additional relevant areas, such as surveying and investigation so as to build capacity in the maritime environment.	E		√
Other:			
Willingness to work flexibly – some evening work may 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



PERSON SPECIFICATION

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.

Professional or Career Progression Cadre Competency Framework

Professional progression opportunities for acquiring Maritime qualifications.