



JOB PROFILE

Post Title:	Sea Rescue Service Crew (Coxswain)
Directorate:	Safety, Security and Home Affairs
Responsible to:	Deputy Sea Rescue Service Manager
Responsible for:	Sea Rescue Service Helmsmen and Aux crew.
Grade:	C

Job Purpose

To improve the lives of all within our community and help the island thrive by protecting and saving lives at sea.

Main Duties and Responsibilities

Key Tasks

1. Carry out directions from the Officer in Charge when at sea rescue incidents ensuring work is carried out within the standard operating procedures.
2. To achieve and maintain a good standard of physical fitness, capability and skills through participation in the appropriate Training Programme. To contribute to the training of auxiliary coxswains and crew.
3. Ensuring that standards are maintained and that the service is in line with the Police Directorate's Values and Code of Ethics.
4. Under the direction of the Sea Rescue Service Deputy Manager, responsible for ensuring the maintenance and proper use of all Sea Rescue facilities, boats and equipment ensuring it is in a state of readiness at all times. This includes inspecting and testing of such equipment, within standard operating procedures.
5. Respond immediately and safely to all Sea Search and Rescue emergency incidents in an efficient and professional manner.
6. Make safety critical decisions during sea rescue operations and other deployments, ensuring the safety of the public, other agencies and the sea rescue crews.
7. To be on-call for emergencies as per an on-call rota as well as working an Aircraft cover rota

Special Conditions

- High-risk working conditions i.e. rough seas, Work offshore in small vessels, working in the ocean when performing rescues.
- Deal with unpleasant situations including recovery of bodies in varying decomposition states
- Work in adverse weather conditions, including situations at night where there is poor visibility



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- Deal with awkward/irate/distraught people with a possibility of being exposed to physical abuse.

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: Required Professional Competency standards met	II
Planning & Delivery of Work: Manages own work activities so that work is delivered in an efficient and productive way. Ensures quality or service standards required are maintained. Ask questions to clarify expectations when necessary. Keeps relevant parties informed on the progress of a plan or programme	II
Analysis and use of Information: Is able to identify when information received is relevant to and should be used in completing an activity. Follows guidelines for identifying problems. Gathers and summarises data when required.	II
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: Offers support to colleagues without being asked. Asks for support from colleagues when necessary. Builds good relationships with a range of people. Engages effectively with others in order to understand their requirements and develop appropriate solutions/improvements. Raises difficult issues with others in order to resolve them.	II
Communication: Ensures important messages are understood. Ensures written communications are well structured and have clear meaning. Presents information so that it has a positive impact on the recipient. Engages well with others to understand their needs and aspirations.	III



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Competency	Level
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: Sees change as an opportunity. Supports colleagues in understanding change Participates readily in change initiatives Assists others to accommodate change. Focuses on benefits to self and/or others	II
Continuous Improvement: Makes business and efficiency improvements through use of appropriate systems and tools. Able to coach and develop individuals Shares knowledge and experience with others Manages own development and performance Learns lessons from both successes and failures	II
Managing Resources: Promotes and enforces appropriate business rules. Deals with varied situations with limited guidance.	II



PERSON SPECIFICATION

Criteria	Essential/ Desirable	Application Form	Selection Process
Qualifications:			
GCSE Maths at Grade C or above or equivalent	E	✓	
GCSE English at Grade D or above or equivalent	E	✓	
Marine related qualifications as coxswain/crew (To be acquired during the first 12 months in post)	E	✓	
First Aid Qualification – First Responder	E	✓	
Valid and clean driving licence in Class A.	E	✓	
Valid and clean driving licence in Classes B, C, & H1.	D	✓	
Knowledge & Experience:			
At least two year's operational experience in sea rescue techniques and the proper use of relevant equipment	E	✓	✓
Experience in the repair of RHIB vessels	D	✓	✓
Experience in the Mechanics of Out Board Engines	D	✓	✓
Understanding of 12 / 24 volt electrical systems	D	✓	✓
Skills and Abilities:			
Basic IT skills	E	✓	
Basic written communication skills	E	✓	✓
Good verbal communication and interpersonal skills to communicate with all types of people with the ability to relay information accurately and in a clear and concise manner and to provide credible advice and guidance	E		✓
Ability to engage with and form relationships with people of all ages in difficult and sensitive situations	E		✓
Ability to remain calm under extreme physical and mental pressure	E		✓
Ability to work in a small team environment	E	✓	✓



PERSON SPECIFICATION

Criteria	Essential/ Desirable	Application Form	Selection Process
To be competent in the handling and use of all sea rescue and emergency equipment with good knowledge of its approved standards and working procedures.	E	✓	✓
Basic knowledge of firefighting techniques at Sea	E	✓	
Physically fit and a confident swimmer, with the ability to pass swimming fitness test.	E	✓	✓
Have the ability to fault find and repair outboard engines	D	✓	
Other:			
Highly self-motivated	E	✓	✓
Effective team player	E	✓	✓
Ability to apply objective judgement when making 'on the spot' decisions to deal effectively with operational situations	E	✓	✓
Receptive to change	E	✓	✓
Demonstrate suitability for training and accreditation in Sea Rescue specialism through previous experience or during selection.	E	✓	✓
Understanding of St Helena legislation relative to Sea Rescue Operations	E	✓	✓
Understanding of the St Helena Maritime Emergency Plan	E	✓	✓
Understanding of the Sea Rescue Service SOPs	E		✓
Understand/abide by Police Directorate Code of Ethics	E		✓
Willingness to work flexibly	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	✓	✓



PERSON SPECIFICATION

Criteria	Essential/ Desirable	Application Form	Selection Process
Innovative and creative in decision making and problem solving	E	✓	✓
Must be vigilant ensuring personal safety and that of others.	E	✓	✓
Must be of good character	E	✓	✓
Attentive to detail	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.



PERSON SPECIFICATION

Professional or Career Progression Cadre Competency Framework

Sea Rescue Officers (Coxswains) operating at operationally competent level are expected to:

- **Personal Competencies**
 - Understand personal responsibilities with regards to health and safety.
 - Understand and demonstrate correct use of PPE including Lifejacket and PLB
 - Be familiar with the layout and equipment of all Sea Rescue Boats.
 - Understand basic fire fighting procedures (on and offshore)
 - Pass Sea Rescue Service Pre-sea Training and fitness test.
 - Have an understanding of Sea Survival as a crew member including deployment of a life raft.

- **Launch and Recovery**
 - Under supervision complete a pre-launch and post-recovery check on all sea rescue vessels
 - Under supervision describe and demonstrate correct procedures for launching and recovering of all vessels as laid out in the SOPs.

- **Boat Handling & Seamanship**
 - The ability to come along side (moving and non-moving platforms).
 - Understand the principles of pacing alongside a moving vessel.
 - Understand the procedure to follow during a MOB (Man Over Board) situation.
 - Understand the principles of Anchoring and Veering down.
 - Understand the principles of towing.
 - The ability to tie basic knots and the use of different types of ropes.
 - Understand correct use of a cleat and stern post.
 - Understand the use of the sea anchor.

- **Communications**
 - Capable of switching on VHF Radio, Understanding correct use of all radio systems using correct terminology.

- **First Aid**
 - Understand best practise of casualty handling
 - Understand use of basket stretcher and flotation device.

- **Standard Operating Procedures (SOPs)**
 - Have read and understand all SOPs and risk assessments.



PERSON SPECIFICATION

Sea Rescue Officers (Coxswain) operating at fully competent level are expected to be able to:

Personal Competencies

- Demonstrate the ability to make hard decisions.
- Correct usage of PPE including Life Jacket and PLB.
- Describe the use of EPIRB and SART systems.
- Demonstrate the correct usage of Pyrotechnics.
- Demonstrate basic fire fighting procedures (on and offshore).
- Have an understanding of Sea Survival as a crew member including deployment of a life raft.
- Pass Sea Rescue Service Pre-sea Training and fitness test.

- Launch and Recovery

- Independently complete a pre-launch and post-recovery check on all sea rescue vessels
- Independently describe correct procedures for launching and recovering of all vessels as laid out in the SOPs.
- Demonstrate as a crew member correct procedure for launching and recovering of all vessels as laid out in the SOPs.

- Boat Handling & Seamanship

- The ability to come along side moving/none moving platforms and vessels
- The ability of pacing alongside a moving vessel.
- Demonstrate the ability to deal with MOB (Man Over Board) situation.
- Demonstrate correct Anchoring and Veering down procedures.
- Demonstrate as a crew member the ability to set up a tow.
- Correct use of a cleat and stern post.
- Correct use of the sea anchor.
- The ability to create a passage plan
- The ability the perform look out duties during a search.

- Search & Rescue

- Demonstrate simple search planning – use of creeping line, expanding square search, etc.
- Demonstrate the ability to execute search plan.
- Demonstrate ability to use single waypoint navigation on the GPS and correctly interpret the information.
- Demonstrate ability to interpret radar information including SART searching.
- Demonstrate ability to plot a position on a marine chart by latitude & longitude, range & bearing.
- Demonstrate the correct operation of a VHF radio including DSC



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- Demonstrate the correct operation of the Radio direction finder when searching for EPIRB, ELT or VHF Signals.

- First Aid

- Describe and demonstrate best practise of casualty handling and care.
- Demonstrate the ability to perform CPR including AED
- Describe and demonstrate the correct usage of basket stretcher and flotation device.
- Have the ability to triage multiple casualties.

- Have the ability to administer oxygen and Entonox.

- Have the ability to conduct a handover of a casualty to the Medical service.

-Vessel maintenance

- Demonstrate the ability to carry out daily maintenance / inspections on Sea Rescue vessel and associated equipment.

-Vessel Operators licence

- The ability to pass theory and practical training to obtain a 15nm coxswains licence or equivalent.

Skills qualifying for incremental rise

Sea Rescue Officers (Coxswain) may qualify for incremental pay rise where they can demonstrate

- Iosh Working safely
- Outboard Motor mechanic
- Completion of high level of First Aid/Casualty handling (including Triage, A.D.E and Oxygen administration)
- 40nm Coxswains licence
- Over 40 nm Coxswains Licence.
- Under 100 ton unlimited Coxswains licence
- 5 Year's Service
- 7 Year's Service
- 10 Year's Service