



Orkney Ferries

Job Title	Assistant Marine Superintendent	Location	Orkney Ferries Head Office, Shore Street
Reporting To	Marine Superintendents	Grade	G7

Job Summary

Duties will include assisting in all management aspects of internal ferry operations within Orkney Ferries Ltd. and undertaking shared responsibility for the safe, effective and efficient operations of company vessels.

Responsibilities

To act as a Designated Person Ashore and have direct access to the Chief Executive/Board of Directors.

Assist the Marine Superintendents in monitoring the day-to-day operation of Company vessels

Carry Out training for Orkney Ferries crew as directed by the Marine Superintendents.

Assist the Marine Superintendents in ensuring that vessel trading certification is maintained and updated in all respects.

Assist the Marine Superintendents in ensuring the timely supply to all vessels with all necessary charts, notices to Mariners, and other relevant publications.

Ensure all safety equipment carried on board is maintained and updated as necessary in conjunction with Technical Superintendents where appropriate.

Assist the Marine Superintendents in the undertaking, review and updating of risk assessments in support of the Safety Management Systems.

Assist the Marine Superintendents to undertake and review risk assessments for bespoke marine projects and report with recommendations.

Assist the Marine Superintendents to ensure that all accidents and incidents including near misses are investigated appropriately, promptly and reported accordingly.

Carry out vessel inspections in line with the responsibilities expressed above.

Carry out Internal audits on vessels and follow up on close outs.

Attend Vessels to assist with operations.

Ensure timely closeouts of audits and inspections.

Report on ferry route operations including functionality and efficiency of terminals.

Solve problems, appraise situations and carry out any necessary actions, without continual reference to senior managers.

Participate in a standby rota, and be available for emergency or operational situations regarding all vessels, terminals, systems, and marine related incidents as required by the Service Manager (Ferry Operations).

Work under own initiative and independent of daily senior manager input, to keep the operations and service provided by the Department at a high standard.

Assist the Marine Superintendents and HR with recruitment activities as required.

Job Requirements

Experience (essential)

Able to demonstrate previous experience in a seagoing post.

Able to demonstrate knowledge / experience of procedural manuals and Safety Management Systems manuals.

Able to demonstrate knowledge of and adherence to the ISM Code and Safety Management Systems.

Served as Master, Chief Officer or Officer of the Watch on a seagoing vessel.

Able to demonstrate knowledge/experience of Flag State Legislation pertaining to the UK.

Able to demonstrate knowledge/experience of the processes and procedures used for risk assessment.

Able to demonstrate understanding of Seafaring ranks and rating certification.

Competent with Microsoft Office Programmes

Knowledge (essential)

STCW Master/Chief Officer or Navigational Officer of the Watch

Valid ENG-1 Medical

Other Requirements (essential)

Full and current UK driving license.

Unsocial and Other working arrangements relevant to this post

You will be expected to work additional hours depending on the exigencies of the service

Employee Acceptance of Job Description

Signature: _____ Date: _____