



CARNIVAL UK

Job Description

Job Title	PA to: - Senior Vice President – Carnival Corporate Shipbuilding
Department	Carnival Corporate Shipbuilding
Reporting to (Job Title)	Senior Vice President – Carnival Corporate Shipbuilding
No of Direct Reports	0
Titles of Direct Reports	N/A
Size of Department	100
Budget Responsibility (Direct)	0
Revenue Responsibility (Direct)	0
Date of Issue	March 2015
Issued By (Name)	Bo-Erik Blomqvist

Overall Purpose of Role

To provide comprehensive PA and administrative support to the SVP – Carnival Corporate Shipbuilding and to provide operational and project support and administrative services. To preempt requirements and work on own initiative to reduce requests and demands on available time.

In doing so the role will work notably but not exclusively with the wider Carnival Corporate Shipbuilding team – Contract Management, Technical and Site Management; demonstrating a high degree of professionalism and integrity at all times.

Main Activities and Responsibilities

Strategic Leadership

Ability to be proactive in decision-making management of the SVP – Carnival Corporate Shipbuilding workload and time and to react positively and in a timely manner

to administrative changes as they arise.

Great planning skills. Ability to organise and co-ordinate meetings and activities, and foresee opportunities before they become issues.

Administration Responsibilities

To make decisions and take action within the bounds of authority on behalf of the SVP – Carnival Corporate Shipbuilding.

Long and short term planning and schedule management.

Receiving and making telephone calls on behalf of the SVP – Carnival Corporate Shipbuilding, requiring ability to liaise effectively with managers at all levels, including Director level and above both within Carnival Corporation & plc and external business contacts.

Screening and responding to emails on SVP – Carnival Corporate Shipbuilding's behalf.

Drafting correspondence, e-mails and presentations as required.

Review and drafting of various legal documents, including purchase orders, shipbuilding and employment contracts, and liaising with internal and external legal teams and HR departments on behalf of SVP – Carnival Corporate Shipbuilding.

Arranging meetings, preparing and circulating agendas and supporting documentation prior to meetings, attend and minute when required.

As Department Travel Booker required to plan and arrange travel for the SVP – Carnival Corporate Shipbuilding and the wider team with an emphasis on cost management and timely effective methods of travel.

Administrator of the Office Time Tool system – recording and monitoring annual leave and lieu time. Ensuring the system is maintained and updated.

Sickness and absence reporting.

Prepare and process expenses claims on behalf of the SVP – Carnival Corporate Shipbuilding.

Review submitted claims by Direct Reports for pre-approving before sign off from SVP – Carnival Corporate Shipbuilding

Process invoices in Mark View including coding and for payment.

Management of teams administrative requirements including personnel files, appraisals etc.

General Responsibilities

Adheres to Corporate Policies and Procedures, including Code of Conduct, Audit Procedures and any control related responsibility for financial data entered, stored, or reported via business systems within employee's control (list not exhaustive).

To maintain confidentiality of matters arising from the role and discussions with the SVP – Carnival Corporate Shipbuilding and

seniorteam. To undertake ad hoc duties as required.

Other Features of Job

(Travel, Hours of Work, Working Conditions etc.)

35 hours a week Monday to Friday – some flexibility required throughout busy periods.

Some travel may be required. Overtime will not be paid.

Location

Person Specification

Job Title	PA to: - Senior Vice President – Carnival Corporate Shipbuilding
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Education, Qualifications & Training

Essential

Proficient in the use of Microsoft Office 2007 and other packages used by Carnival UK.
 Good standard/range of education – qualifications to include English and Maths, RSAIII or Pitman Advanced Typewriting.
 Demonstrates knowledge and aptitude for administrative processes and procedures.
 Reliable, conscientious, discrete and adaptable to different changeable situations.

Preferred

Experience in management of legal documents and HR matters.

Experience

Essential

Extensive experience of working within a busy office environment at Senior Management level.
 Working effectively in a commercial organisation, where sensitivity and confidentiality are important.

Preferred

Shorthand/speed writing to level to enable easy dictation

Work Based Competencies

Competencies that refer to the specific work related skills required for successful performance in the role (e.g. technological competence, written ability, numerical ability, relevant legislative or procedural understanding, analytical ability, organisational ability and project management etc.)

Essential

Thorough working knowledge of Microsoft Office (Word, Excel, PowerPoint) and Lotus Notes software.
 Advanced project management skills.



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Ability to design and create documents from conception with minimal supervision.

Ability to design and format presentations using Microsoft PowerPoint.

Willingness and ability to learn in-house PC systems.

Excellent organisational skills to plan and prioritise workload in order to meet tight deadlines.

Decision making and problem solving skills and attitude.

Initiative to undertake special project work.

Excellent attention to detail.
Detailed and methodical approach.
Good command of the English language, both written and verbal.
Ability to work effectively on own initiative and to cover in the absence of the SVP – Carnival Corporate Shipbuilding. To undertake ad hoc duties as required.

Preferred

Good command of the Italian language, both written and verbal.

Behavioural Competencies

Competencies that refer to the personal characteristics and behaviour required for successful performance.
Please ensure that this is linked to the generic competency framework. For example commercial acumen, communication, customer focus, influence, motivation and commitment, new ideas/continuous improvement, problem solving and decision making, team work.
Each level of competency required should be described specific to the level of the role

Essential

Ability to forward plan events and projects.
Flexibility to adapt to changing circumstances and being prepared and able to work outside of normal office hours due to busy workloads.
Enthusiastic and self-motivated providing a positive contribution to the team.
Composed and able to remain calm under pressure.
Mature and confident person.
Ability to communicate with and relate to all ranks and levels of management.
To promote and maintain good customer relations with internal and external customers.
Initiative and self-motivation.
Team working.
Discretion, particularly with regard to confidentiality affiliated with the position, ensuring integrity is not compromised at any time by either internal or external influences.
Friendly and approachable.
Shows a great level and common sense.
Proactive approach.
Smart and businesslike in appearance.
