

Carnival UK Job Description

First Officer (Deck)

The contents of this job description must be used in association with the KSB for this role. The job description summarises the key responsibilities for the role (Technical, Business and People) and the KSB provides the detail for the Knowledge, Skills and Behaviours required to carry out the role competently. This job description gives an overview of the role and as such you will be required to undertake any other duties as requested. You may also need to refer to company regulations which will also form an additional part of your job description.

Reporting to: Deputy Captain	Department: Deck
Leadership Responsibility: Bridge Team	Location: Fleet based across CUK vessels
Titles of Direct Reports: <ul style="list-style-type: none">- Second Officer (Deck)- Third Officer (Deck)- Cadets (Deck)	Budget Responsibility: Effectively manage / consider expenditure keeping costs to a minimum
Size of Department: 30-40	Revenue Responsibility: Takes commercial impact into account when making decisions

Standard Role Summary:

Ensure the planning and conduct of safe navigation, manoeuvring and handling of the ship in and out of ports, navigating both coastal and open waters. Monitor ship stability and make any necessary adjustments, reporting any deficiencies to the Deputy Captain. Ensure the Captain and all Deck Officers are fully acquainted with the voyage plan and keep the Captain informed of the navigational progress of the cruise.

Primary Responsibility of the Role:

Undertake the duties of a Bridge Watch-keeper as required by BRM (Bridge Resource Management). As the designated 'Voyage Planning Officer' ensure current and future cruises are appraised, planned, executed and monitored. Plan the approach and manoeuvre for each arrival, departure and closing the land situation. Ensure the full range of nautical charts and publications are carried for the intended cruise. Lay down courses on all charts to be used for the forthcoming cruise, giving safe clearance margins for all dangers, adhering to the Voyage Planning Procedures. Undertake regular monthly reviews to ensure all navigation equipment is operational and reliable, reporting any deficiencies to the Captain.

Monitor, interpret and apply meteorological information, such as wind speed and direction, swell height and period, tides, currents and weather forecasts, identifying and reporting issues early to ensure adjustments to the passage can be made accordingly.

Direct and supervise the Deck Officer's within the bridge team maintaining the ship and its equipment at optimum efficiency. Identify training needs and ensure all Officers are competent to undertake specific duties.

Monitor the standard of the Deck Log Book and maintain Official Log Books ensuring all information is accurately recorded. Monitor ILO records as required for the Bridge Team.

Work collaboratively with the wider ship team and attend corporate sponsored social events as a member of the Deck department.

Key Responsibilities & Duties:

Core Knowledge & Skills

Experience / Qualifications	Requirements
	Chief Mate (Unlimited) II/2 Enabling Leadership (Elev8 Module 2) Officer Appraisal Training Disciplinary, Grievance and Performance Training Good command of written and spoken English Passed Marlins English test of Proficiency (where applicable)
Certificates	Valid ENG1 medical certificate or equivalent for the duration of each voyage

HESS (Health, Environment, Safety and Security)

Knowledge/Skill	Summary of Responsibilities
Health and Safety	Lead by example by taking care of the health and safety of self and others Report all accidents, 'near miss' incidents and work related ill health conditions to Senior Officer and Safety department Follow safety rules and procedures Ensure all work equipment, personal protective equipment, substances, and safety devices are used correctly Take part in safety training & risk assessments and suggest ways of reducing risks Carry out risk assessments within designated area of responsibility Actively promote safe working within teams and encourage safe behaviours Undertake safety 'walk rounds' within own area identifying areas of improvement
Public Health	Demonstrate at all times excellent hand washing techniques and coughs and sneezes etiquette Follow the company instructions regarding immediate reporting of ill health symptoms (i.e.) diarrhoea, vomiting, fever, and any other symptoms as appropriate
Environment	Ensure the team are aware of their Environmental responsibilities as defined by ISO 14001 and as stipulated by Carnival UK Apply company procedures regarding Environmental Management consistently across the department Monitor compliance to environmental legislation and effectively deal with areas of concern Carefully manage the environmental impacts of all tasks under own responsibility
Emergency Duties	Have full understanding of the ERP Work with the command team to maintain the integrity of the ship during an incident Coordinate and provide leadership to multiple teams in an emergency situation Give advice and guidance to others in an emergency situation Communicate and liaise effectively with shore based and other emergency organisations Operate the safety management control system (SMCS), undertake checks of the immediate and surrounding area and report to the Deputy Captain Undertake mustering of own department and ensure all personnel are accounted for Ensure supervisors receive adequate training to undertake their duties and make sound decisions Operate the safety management control system (SMCS), undertaking checks of the immediate and surrounding area and report to the Deputy Captain Responsible for internal communications during an incident Collate reports at regular stages from muster control and ensure all personnel are accounted for As holder of PSC & RB may be in charge or 2nd in charge of a survival craft and therefore responsible for the safety and well being of persons inside Maintain order of the survival craft during abandonment of the vessel, ensure survival procedures are followed at all times and that all members of the survival craft crew are fully trained and understand their responsibilities Undertake other emergency duties / routines within the ERP as directed Undertake any other emergency duties required that are specific to vessel Follow all emergency procedures as directed
Safeguarding	Aware of CUK safeguarding children policies and procedures Report any concerns of a safeguarding nature to the Designated Safeguarding Person (DSP)
Security	Apply the correct security measures for own department / area Lead and direct the team in applying security measures and actively promote understanding of security issues Encourage security awareness within the team

Technical

Knowledge/Skill	Summary of Responsibilities
Watchkeeping (Officer)	Ensure the safe navigation, manoeuvring and handling of the ship Monitor ship stability and make any necessary adjustments Manage the Bridge Team at all levels of navigation & direct response to an emergency situation Ensure all statutory and company environmental requirements are followed relating to the navigation of the vessel
Navigation	Take 'Charge' of vessel in all conditions and circumstances Carry out advanced voyage planning taking into account cost and operational factors as well as navigational requirements Lead the Bridge team in complex navigation and manoeuvres Respond to and lead navigational emergencies
Deck Maintenance	Manage deck maintenance tasks, assign work & monitor correct working procedures are being followed Conduct risk assessments and instruct more junior Deck Crew in their application
Environmental Management and Compliance	Complete, collate, submit and file all logs completely and accurately Maintain databases and carry out incident reporting Complete and update environmental cruise plan in liaison with Chief Engineer and Environmental Officer Advise Officers of efficient and effective options for waste management during the cruise Observe, monitor and feedback on environmental compliance across all ship areas Train others in the use of environmental policies and procedures as they apply to the deck department
Maintenance Management Systems	Propose changes to maintenance requirements Monitor the maintenance state of the bridge systems and equipments, revising priorities as appropriate to meet the maintenance needs of the vessel Audit planned maintenance records to ensure they accurately reflect the maintenance state of the bridge Compile and monitor bridge equipment defect records, ensuring all information is updated

Business

Knowledge/Skill	Summary of Responsibilities
IT Skills	Competent in the use of most MS Office Software
Audit & Compliance	Ensure the team complies with relevant legal and policy requirements Undertake structured monitoring and reviewing of relevant policies Use recorded data to respond to requests from shore-side and on-board auditors providing evidence of compliance Complete monthly audits of chart updates
Customer Service	Adapt quickly and remain calm when passenger requirements or demands change, or escalate the requirement to ensure a quick resolution is achieved Identify opportunities to do extra for passengers, independently, or in collaboration with colleagues Make and suggest adjustments to the service in response to passenger feedback and understanding of the passenger profile for the cruise

People / Management

Knowledge/Skill	Summary of Responsibilities
Advising & Influencing	Present specialist information to non-specialists in a manner in which it can be understood Influence others where appropriate to help make the most effective business decisions
Dealing with Challenging People	Rapidly assess situations and make appropriate decisions on when and how to resolve it Confidently and professionally diffuse emotionally charged situations
Quality Assurance	Observe, review and assess all aspects of the quality of service being provided within the team against the agreed quality standards Take action when any element of the service or work being carried out is not up to standard
Planning & Prioritisation	Plan daily work schedules for the team Prioritise tasks and projects for the team, ensuring efficient delivery and in line with the ship's priorities Manage bridge rotations for the deck team

Resource Management & Delegation	Understand the skills of the staff and deploy them effectively Plan for absences Delegate tasks with clear instructions, expectations and necessary responsibility
Providing Performance Feedback	Provide prompt feedback in the most effective manner to ensure that the advise is accepted and understood Ensure feedback is both positive and constructive
Coaching & Mentoring	Hold effective developmental discussions with team members Act as a coach or mentor for team members and in line management, or subject specialist situations Lead and direct Cadets providing guidance and support in completion of their training
Facilitation Skills	Undertake effective and efficient daily and weekly meetings, ensuring information is shared and understood.

CUK Behaviours (Refer to the skills profile for detailed CUK Behaviours)

Officer / Supervisor Style	Understands the impact of self on others and is a role model of behaviour Works as part of the team to achieve corporate goals. Supports and encourages others, helping to build a positive and open culture
Thinking Ahead / Making Change Happen	Thinks ahead when working with a team and helps others to change Works closely with the Captain and Safety Officer to keep abreast of corporate agenda and schedule workload accordingly Identifies problems and actively works to generate solutions
Working with Others	Supports the team to work collaboratively, encouraging others to achieve objectives Actively works to improve own knowledge and experience and is approachable to others Respects colleagues and passengers and gives constructive and helpful feedback
Communicating Effectively	Communicates well with others, ensuring clear and understood instructions Proactive and positive in their communications with the team and others
Customer Centred	Understands how their role can impact the passenger experience and works with the wider Ship team to provide a customer focused service Deals with feedback positively and strives to deliver a consistently high service
Acting Safely	Takes responsibility for health and safety of self and others and always considers safety in their everyday tasks and activities

Person Specification

	Has experience of/or ability to manage a team
	Leads the team by empowering others, mentoring cadets and encouraging collaborative working
	Creates a positive working environment building a culture of openness and trust
	Calm under pressure, taking a logical approach to problem solving and involving and communicating to relevant stakeholders throughout
	Decisive and responsive to emerging situations
	Adaptable and flexible in the face of change or unanticipated events
	Organised, structured and focused on the detail in their approach to work
	Communicates assertively and honestly at all times
	Socially confident and adopts a professional manner, comfortable making conversation with passengers
	Keeps up to date on emerging technology being used across vessels
	Takes responsibility for own learning and is proactive in increasing own knowledge and skills
	Loyal to the Carnival UK brand and compliant with company policies and procedures

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