

Marine Safety Manager

Role Description (purpose):

The Marine Safety Manager – is responsible ensuring that all aspects of marine safety and operational standards are implemented effectively, through facilitating, delivering and supporting improvements in policy, procedures and training in compliance with Regulatory, Port State, Flag State and Company standards.

Summary

- Act as the Safety business partner and subject matter expert for Fleet marine safety issues.
- Line management of the Fleet Safety Trainers.
- Providing leadership and direction to the Fleet Safety Trainers on marine safety training.
- Line management of Fleet Safety Officers.
- Providing leadership and review of performance of Fleet Safety Officers.
- Emergency response preparedness (structure & resources) of the Fleet.
- All matters relating to Emergency Response Planning and drills.
- Emergency response documentation (Emergency Towing manual, SAR manual, SOLAS training manual, ERP manual, Emergency Mistral database).
- Emergency procedures and checklists.
- Undertake accident and incident investigations.

RUI: (if updating existing JD)	1234	Grade:	DBS check required	Not Applicable	
Directorate: (Operating Company where Applicable)		Reports to:			
Function:		Team:			
Direct reports :	Job Titles & Level •				

Accountabilities

- Ensure emergency preparedness (structure & resources) of vessels
- Responsible for the continual development and upkeep of the Emergency Response procedures and associated practices (e.g. fire fighting, damage control, crowd control, command and control, crisis management, passenger mustering, passenger evacuation, boundary cooling, helicopter operations, bomb routine, missing persons etc)
- Line management of the Fleet Safety Trainers and providing leadership and direction on the training content and programme.
- Line management of the Fleet Safety Officers, providing leadership and performance review.
- Act as the safety business partner, and subject matter expert, for Marine safety issues to the Fleet
- Act as the subject matter expert for review and approval of marine risk assessments
- Establish a strong working relationship with Fleet Safety Trainers, Safety Officers, Hotel General Managers and Deputy Captains, to coach and mentor in areas related to marine safety and operational marine standards.
- Subject matter expert on Emergency Response Procedures
- Responsible for the upkeep of crew muster lists and their approval by Flag State.
- Responsible for the upkeep, development and distribution of existing and new associated emergency response documents on the HESS safety management system.
- Assist in the Carnival House emergency response organisation.
- Support safety awareness campaigns
- Liaise with appropriate organisations (e.g. fire fighting schools)
- Responsible for the continual development of ships drills to ensure they are effective
- Responsible for the management & review of drill debriefs, actioning associated items and ensuring lessons learnt are effectively managed
- Responsible for actioning emergency response related findings from HESS minutes and audits
- Responsible for actioning emergency response related non conformances
- Responsible for the continual review & researching of new safety equipment (e.g. LSA & FFA) and advising management in plentiful time for budget deadlines.

- Ensure that CUK is compliant with existing and future legislation with regards to emergency preparedness (procedures, drills etc) and associated equipment (e.g. life jackets)
- Liaise with all onboard departments regarding emergency response and collate and action appropriate feedback
- Travel onboard vessels as necessary to implement/review/witness emergency response procedures and drills.
- Establishes a strong working relationship with Flag State and other relevant associations/professional bodies.
- Attends internal and external committees as deemed appropriate and acts on actions arising from such meetings.
- Subject Matter Expert for emergency response related safety training programs
- Assist with accident and incident investigations
- Subject matter expert for electronic mustering of passengers and crew
- Liaise with other members of the Safety Department, Training Department, Continuous Improvement and Fleet Operations as necessary.
- Create reports and statistical analysis as required by management

Health, Environment, Safety, Security (HESS) Responsibilities

- Lead by example by taking care of the health and safety of you and others
- Report all accidents, 'near miss' incidents and work related ill health conditions to your manager/supervisor/team leader
- Follow safety rules and procedures
- Use work equipment, personal protective equipment, substances, and safety devices correctly
- Take part in safety training & risk assessments and suggest ways of reducing risks
- Appoint shore side risk assessment Subject Matter Experts as required to review and approve risk assessments
- Actively promote safe working within your team and encourage safe behaviours
- Demonstrate safety leadership in accordance with our safety leadership behaviours

General Responsibilities

- Adhere to Corporate Policies and Procedures, including Code of Conduct, Audit Procedures and any control related responsibility for financial and personal / sensitive data entered, stored, or reported via business systems within employees control (list not exhaustive).
- To undertake ad hoc duties as required.
- Assist with risk assessments, shore and ship.
- Assist with maintaining ship and shore decision support documents and safety documentation and plans such as, but not limited to, SOLAS Training Manuals, shipboard technical and safety drawings, Muster Lists.
- Support, review and conduct incident investigations and reports as directed.
- Liaise and consult relevant stakeholders, in particular other departments.
- May be required to assist with recruitment or promotion processes and interviews.
- May be included within the shore side Emergency Response Organisation and may be required to respond to urgent business needs out of hours on a rota.

Scope:

Problem solving:

Strong ability to problem solve and identify where improvements to procedures are required.

Impact (what impact will the role holder have on the team/ department/ function/ stakeholders):

The role will have a significant input in the safety, training, maritime and hotel departments

Leadership (what level of management is required, ie multiple teams, or small teams) :

Management of onboard safety fleet trainers

Demonstrable Behaviours (what needs to be demonstrated in 'how' to be successful in the role) :

To adopt CUK behaviours, including encouraging regular enabling conversations and feedback.
 To participate in and contribute actively to team meetings.
 Regular communication and liaison with business partners in order to promote greater understanding of respective challenges, priorities and goals.
 Excellent planning and communication skills

Knowledge, Experience and Qualifications required:

<p>Qualifications – essential: Sea faring qualifications in deck or tech Degree qualification Knowledge of emergency response planning</p> <p>Knowledge/ Experience – essential: Sea faring experience in deck or technical Officer role</p>	<p>Qualifications – desirable: Ship operations Risk Assessment H&S qualifications</p> <p>Knowledge/ Experience – desirable: Training People Management</p>
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