

Carnival UK Job Description

Third 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: First Officer	Department: Deck
Leadership Responsibility: None	Location: Fleet based across CUK vessels
Titles of Direct Reports: None	Budget Responsibility: Appreciates how costs and expenditure can be influenced within the department
Size of Department: 30-40	Revenue Responsibility: Takes commercial impact into account when making decisions

Standard Role Summary:

Undertake duties as Junior Officer of the Watch (JOOW). Navigate the ship safely through open waters and other situations as directed using radar, ECDIS and all other bridge equipment and available means. Work with other members of the watch to identify any dangers such as approaching ships and other navigational hazards.

Primary Responsibility of the Role:

Undertake the duties of a Bridge Watch-keeper as required by BRM (Bridge Resource Management).

Prepare and complete elements of the Cruise Information Pack as required by the First Officer and the Voyage Planning Procedures, such as bridge manning schedule, watertight door schedule, gangway schedule, tidal information, environment schedule and sunrise / sunset times.

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.

Produce the Cruise Log, ensuring this is checked and printed for distribution.

Produce and maintain a record of tender charts as and when required for the Safety Officer.

Undertake monthly lifeboat / liferaft checks, updating records accordingly. Maintain the lifeboat and anchor lowering log. Carry out additional safety / maintenance checks of equipment as required by the First Officer / Safety Officer.

Monitor Integrated Pest Management ensuring all traps are regularly checked and changed.

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
	Officer of the Watch (Unlimited) II/1 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
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HESS (Health, Environment, Safety and Security)

Knowledge/Skill	Summary of Responsibilities
Health and Safety	<p>Lead by example by taking care of the health and safety of self and others</p> <p>Report all accidents, 'near miss' incidents and work related ill health conditions to Senior Officer and Safety department</p> <p>Follow safety rules and procedures</p> <p>Ensure all work equipment, personal protective equipment, substances, and safety devices are used correctly</p> <p>Take part in safety training & risk assessments and suggest ways of reducing risks.</p> <p>Actively promote safe working within teams and encourage safe behaviours</p> <p>Carry out risk assessments within designated area of responsibility</p> <p>Undertake safety 'walk rounds' within own area identifying areas of improvement</p>
Public Health	<p>Demonstrate at all times excellent hand washing techniques and coughs and sneezes etiquette</p> <p>Follow the company instructions regarding immediate reporting of ill health symptoms (i.e.) diarrhoea, vomiting, fever, and any other symptoms as appropriate</p>
Environment	<p>Ensure the team are aware of their Environmental Responsibilities</p> <p>Implement the principles of the onboard Garbage Management Plan and Ship Energy Efficiency Management Plan for area</p> <p>Complete all environmental records accurately</p>
Emergency Duties	<p>Understand own emergency duties and routines onboard ship</p> <p>Take an active part in the ship's team response to an incident</p> <p>Ensure familiar with ship's emergency alarms and routines</p> <p>Ensure familiar in the use of all fire fighting appliances located within area of responsibility</p> <p>Ensure familiar in the use of the ship's life saving appliances and equipment including lifeboats and liferafts</p> <p>Participate fully in all relevant drills and training</p> <p>Know how to raise the alarm when necessary</p> <p>Able to identify escape routes and emergency exits</p> <p>Understand the function and operation of fire screen/splash tight and watertight doors</p> <p>Monitor and record attendance of ships company at formal drills</p> <p>Assist in the training of lifeboat/launch crew</p> <p>Issue missing Emergency Response Organisation cards</p> <p>Update the Emergency Response Organisation files and muster lists</p> <p>During an incident undertake watch duties and ensure Bridge Resource Management processes are followed to maintain the safe navigation of the ship</p> <p>Undertake mustering of own department and ensure all personnel are accounted for</p> <p>Ensure supervisors receive adequate training to undertake their duties and make sound decisions</p> <p>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</p> <p>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</p> <p>Undertake other emergency duties / routines within the ERP as directed</p> <p>Undertake any other emergency duties required that are specific to vessel</p> <p>Follow all emergency procedures as directed</p>
Safeguarding	<p>Aware of CUK safeguarding children policies and procedures</p> <p>Report any concerns of a safeguarding nature to the Designated Safeguarding Person (DSP)</p>
Security	<p>Understand the security levels as defined by ISPS and own responsibilities</p> <p>Follow the correct security procedures when embarking and disembarking from the ship</p> <p>Report suspicious activities, packages and / or security incidents following the correct procedure</p>

Technical

Knowledge/Skill	Summary of Responsibilities
Watchkeeping (Officer)	<p>Ensure the safe navigation, manoeuvring and handling of the ship in open waters following the correct processes in the event of an emergency</p> <p>Apply all statutory and company environmental requirements relating to the watch</p>

Navigation	Support 'The Charge' of vessel in all conditions Determine ship's position using celestial, terrestrial and coastal navigation on both paper & electronic chart systems Operate and interpret information from all Bridge equipment (including ECDIS, GPS, ARPA, compasses, echo-sounder, GMDSS, meteorology, steering control systems) Apply understanding of ship manoeuvring and the effects of different conditions making adjustments as necessary
Seamanship	Safely and competently operate the vessel's lifesaving & fire-fighting equipment, as a member of a fire response team as required Safely operate the vessel's mooring and anchoring arrangements Correctly rig, or assist in the rigging of, the vessel's gangways, ladders and hoists Maintain equipment and record maintenance, updating the system as required Safely launch, and assume charge of, lifeboats and tenders
Deck Maintenance	Carry out maintenance tasks including Life Saving Appliances and Fire Fighting equipment maintenance Manage a small team of Deck Seamen to undertake a maintenance task
Environmental Management and Compliance	Carry out waste management diligently and accurately, separating waste and disposing of it efficiently and effectively using the appropriate machines
Maintenance Management Systems	Manage all refit and planned maintenance via computer-based systems and record maintenance completed on the system Undertake planned maintenance carefully and diligently as directed and report completion with any defects identified, keeping supervisor informed of progress

Business

Knowledge/Skill	Summary of Responsibilities
IT Skills	Competent in the use of most MS Office Software
Audit & Compliance	Complete full and accurate records to ensure compliance for both internal and external audits
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	Respond confidently and promptly to requests for information Act as a role model to others promoting a positive working environment
Quality Assurance	Observe, review and assess the aspects of the quality of service being provided by the team. Inform manager when any element of the service or work being carried out is not up to standard
Coaching & Mentoring	Assist colleagues to solve their own problems when appropriate by providing help and guidance Assist in supporting the Deck Cadets providing guidance and support in completion of their training
Planning & Prioritisation	Plan own work schedules Discuss with manager the priorities for the team to ensure most efficient delivery and in line with the ship's priorities
Resource Management & Delegation	Delegate tasks with clear instructions, expectations and necessary responsibility Support junior staff members in meeting training objectives and workload

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

Officer / Supervisor Style	Thinks about their style and approach and how this impacts the team Works as part of the team to achieve agreed goals Supports and encourages others, helping to build a positive and open culture
Thinking Ahead / Making Change	Thinks ahead when working with a team and helps others to change Identifies problems and actively works to generate solutions

Happen	
Working with Others	Works collaboratively, supporting and encouraging others to achieve objectives Actively works to improve own knowledge and experience and is approachable to others
Communicating Effectively	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's 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

	Able to take instruction and work effectively
	Works well as part of a team building a positive working environment
	Learns quickly from experience and shares experience with others
	Communicates effectively, keeping others informed of progress and highlighting any issues
	Organised, structured and focused on the detail in their approach to work
	Adaptable and flexible in the face of change or unanticipated events
	Enthusiastic about learning from their own and others' experiences
	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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