

Carnival UK Job Description

Safety Officer

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 / Deck Safety Team	Location: Fleet based across CUK vessels
Titles of Direct Reports: <ul style="list-style-type: none">- Deck Petty Officer- Fleet Safety Trainer	Budget Responsibility: Understand and effectively manage department budget
Size of Department: 30-40	Revenue Responsibility: Ensure that budgets and other measures including the Balanced Business Score Card are met

Standard Role Summary:

The Safety Officer is the most senior Deck Officer onboard, after the Deputy Captain, and is the Officer assigned the duties of being the Ship's Statutory Safety Officer. Primary responsibilities will include immediately stopping any unsafe working practice or operation reporting the same to the relevant member of the Senior Management Team onboard for remedial action. The Safety Officer as a Senior Deck Officer is expected to remain fully competent as a watch keeping Officer and will cover Navigational watches in Bridge Resource Management functions as required. The Safety Officer may, as directed by the Master, be required to supplement the Bridge watch in periods of enhanced Bridge manning and to take 'the charge' during these times. The Safety Officer will undertake Safety Rounds of the ship and participate in safety committee meetings. They will investigate all major and serious accidents and incidents and provide full and detailed reports for submission to the management and flag state as required. The Safety Officer will lead the day to day planned maintenance of safety and emergency equipment, under the direction of the Deputy Captain, and will manage a small team of Deck Crew to this end. In fulfilling maintenance responsibilities they will be fully conversant and competent in the purpose and use of the computerised planned maintenance system. The Safety Officer is the line manager for the Fleet Trainer and will work closely together in planning and delivering a wide variety of shipboard drills and safety/emergency response training to crew members across all departments. The Safety Officer will maintain oversight of the shipboard emergency response organisation and ensure all key emergency response positions are covered by suitably trained and, where applicable, certificated persons.

Primary Responsibility of the Role:

Participate in BRM functions as directed by the Captain / Deputy Captain.

Coordinate all crew safety inductions and water tight doors instructions. Coordinate training and authorisation of designated deck department crew in compliance with Fleet Instructions and legislation. Schedule crew drill programmes and provide a list of any required partial drills. Monitor the designation of Shipboard Incident Response Organisation (SIRO) duties by all departments and undertake the training of fire parties including Boundary Cooling Party and Hi Ex Foam Party. Carry out the training of lifeboat, liferaft and marine evacuation systems parties and operating crew.

Manage, lead and direct the deck safety team ensuring all safety machinery and equipment is kept and maintained in optimum condition. Effectively manage own area including disciplinaries and grievances. Ensure the sufficient resourcing of the team, complete appraisals identifying development opportunities and co-ordinate and deliver coaching and training activities ensuring all direct reports are competent to undertake their duties.

Complete administration paperwork and ensure all records relating to maintenance, drills and training is accurate and up to date.

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
	Master Unlimited (II/2) 540 sea days completed as a First Officer or higher rank Excellent 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	Follow all company public health policies and procedures appropriate to the role Complete all necessary public health paperwork accurately Institute appropriate public health precautions as relevant to role
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 Investigate and evaluate any reported or suspected incident Determine the severity of the incident and recommend next steps In conjunction with the Staff Chief Engineer work within the On Scene Command party handling communications and directing the operations Set up On Scene Command and control the incident response 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 In the event of abandon ship, assist in the safe evacuation of passengers from muster stations to the survival craft 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

	<p>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>Apply the correct security measures for own department / area</p> <p>Lead and direct the team in applying security measures and actively promote understanding of security issues</p> <p>Encourage security awareness within the team</p>

Technical

Knowledge/Skill	Summary of Responsibilities
Watchkeeping (Officer)	<p>Ensure the safe navigation, manoeuvring and handling of the ship</p> <p>Monitor ship stability and make any necessary adjustments</p> <p>Manage the Bridge Team at all levels of navigation & direct response to an emergency situation</p> <p>Ensure all statutory and company environmental requirements are followed relating to the navigation of the vessel</p>
Navigation	<p>Take 'Charge' of vessel during bridge watch-keeping duties in line with BRM procedures</p> <p>Lead the Bridge team in complex navigation and manoeuvres</p> <p>Respond to and lead navigational emergencies</p>
Deck Maintenance	<p>Manage deck safety maintenance tasks, assign work & monitor correct working procedures are being followed</p> <p>Conduct risk assessments and instruct Deck Safety Crew in their application</p>
Environmental Management and Compliance	<p>Complete, collate, submit and file all logs completely and accurately</p> <p>Maintain databases and carry out incident reporting</p> <p>Advise Officers of efficient and effective options for waste management during the cruise</p> <p>Observe, monitor and feedback on environmental compliance across all ship areas</p> <p>Train others in the use of environmental policies and procedures as they apply to the deck department</p>
Maintenance Management Systems	<p>Propose changes to maintenance requirements</p> <p>Monitor the maintenance state of the bridge systems and equipments, revising priorities as appropriate to meet the maintenance needs of the vessel</p> <p>Audit planned maintenance records to ensure they accurately reflect the maintenance state of the bridge</p> <p>Compile and monitor bridge and safety equipment defect records, ensuring all information is updated</p>
Incident Investigation	<p>Investigate relevant accidents and hazardous incidents</p> <p>Complete accurate reports including monthly accident statistics</p>

Business

Knowledge/Skill	Summary of Responsibilities
IT Skills	<p>Competent in the use of most MS Office Software</p>
Audit & Compliance	<p>Ensure the departments compliance with relevant statutory, legal and policy requirements</p> <p>Ensure structured monitoring and reviewing of relevant policies is undertaken</p> <p>Use recorded data to respond to requests from shore side and onboard auditors providing evidence of compliance</p> <p>Undertake department audits and act on any audit findings, applying lessons learnt</p>
Customer Service	<p>Respond immediately, positively and calmly to changing customer requirements and needs, and ensure that team members also respond appropriately</p> <p>Engage customers in appropriate conversation to understand customer needs in depth, show high levels of respect for their individual needs and ensure their interests are catered for</p>

People / Management

Knowledge/Skill	Summary of Responsibilities
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Advising & Influencing	Provide specialist advice to support relevant situations and decisions Present information to non-specialists in the most appropriate format to enable decisions to be made Establish and develop strong relationships across departments
Dealing with Challenging People	Deal with challenging situations in a confident and professional manner Coach, train, and support others in dealing with such situations
Quality Assurance	Observe, review and assesses all aspects of the quality of service being provided throughout the department against the agreed quality standards Support others and or / take action to resolve issues when any element of the service or work being carried out is not up to standard Follow up on any lessons learnt from Crew Drills
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 Schedule planned maintenance and organise service visits in line with maintenance regime Allocate maintenance tasks and update the system
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 Provide advice, guidance and support to others in being a coach or mentor
Facilitation Skills	Run team meetings effectively, including agendas, timing and ensuring views are heard Facilitate meetings discussing pertinent issues, reaching agreed actions Regularly meet with the Fleet Trainers to ensure all training is up to date and plan crew drills

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

Leadership Style	Guides and directs the team in delivering an excellent service to both passengers and crew Engages and empowers the team to be confident and competent when dealing with difficult situations Able to make decisions and take responsibility for complex situations Takes pride in self and work and is ethical and empathetic in approach
Future Focused/ Making Change Happen	Understands the business priorities and vision and works towards achieving corporate objectives Takes a strategic approach and looks ahead to identify issues and opportunities Puts plans in place to avoid unnecessary risk Is supportive of change and actively encourages others through any change process
Enabling & working with the team / Being visible	Supports and encourages the team to develop and progress Understands the impact of self on others and is a role model of behaviour Is inclusive of others, building a culture of trust and honesty Builds professional relationships across the ship working collectively with others
Straight Talking	Articulates well with others, ensuring clear and understood instruction Professional and respectful of others input, able to consult collaboratively with others to achieve desired outcome
Customer Centred	Provides a customer focused environment Works proactively to anticipate and understand the needs of the passengers Deals with feedback positively and continually strives to improve the delivery of the service by the team, improving customer satisfaction
Leading Safety	Drives and leads the safety culture and encourages others to continuously improve Takes responsibility seriously for the safety of all onboard the ship

Person Specification

	Recognised as having strong leadership skills, motivating and driving others towards excellent performance
	Models high standards of interpersonal and professional behaviours at all times

	Committed to excellence in the cruise's approach to safety and passenger environmental awareness, investing in their own and others continuing professional development, and acting as a Subject Matter Expert
	Understands the priorities of other departments, working with them to ensure that safety equipment is understood and maintained at all times
	Resilient and calm under pressure, maintaining focus and energy levels even under sustained pressure
	Shows a genuine enthusiasm and passion for the safety of all crew members and passengers and enjoys talking to others about how they can operate using safe behaviours at all times
	Socially confident and adept at interacting with and building effective relationships with a wide range of passengers and colleagues, in formal and informal situations
	Decisive and flexible, able to quickly assess the appropriate approach to an emerging issue or take preventative action to prevent a scenario escalating
	A clear, articulate and honest communicator, giving unambiguous verbal instructions and reports, and producing easily understood written documents
	A strategic thinker that can identify root causes and risks, and recommend changes to improve safety, safety procedures and equipment use
	Highly organised, structured and focused on the detail in their approach to work, including record keeping
	Effective at analysing multiple sources of information in order to come to sound judgements
	Culturally sensitive and can work well with people from all backgrounds and ethnicities
	Maintains professional competency as a Watchkeeping Officer
	Loyal to the Carnival UK brand and compliant with company policies and procedures

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1.1	Mike McCartain	01 January 2015