



Job Description

Job Title :	Fleet Training Officer – Onboard Training / Learning Management System (LMS)
Department :	Fleet HR – Fleet Training
Reporting to (Job Title) :	Fleet Training Administration Supervisor
No of Direct Reports :	0
Titles of Direct Reports:	N/A
Size of Department:	TBC
Budget Responsibility (direct) :	£
Revenue Responsibility (direct) :	£
Date of issue:	July 2012
Issued by (name):	Fleet Training Compliance & QA Manager

Overall Purpose of Role :

- To monitor and administrate the onboard Safety, Deck, Technical and Security training in accordance with agreed Fleet Training matrices.
- To administrate the Fleet Training Learning Management System for all Fleet Training functions.
- To monitor training statistics and costs and provide accurate training and budget figures for all required department reports.
- To be the first point of call for the Fleet Trainers and Security Trainer with regard to onboard training administration and certification queries.
- To proactively manage training conformances and provide accurate statistics to the Fleet Training Administration Supervisor, Fleet Trainers and Security Trainer.
- To monitor and report on personal training competencies for the Fleet Trainers and the Security Trainer.

Main Activities and Responsibilities

Budget Management / Financial Responsibilities / Revenue / Sales / Cost Management / Cost Control

- To ensure all actual and projected training costs for Onboard training/ Trainer Competency training are accurately represented on the Fleet Training Budget.
- Accurately process Onboard training invoices and expenses with the assistance of the Fleet Training Administrator.
- To monitor and report on training load against the agreed Fleet Training budget for onboard Safety, Deck, Technical and Security training.
- To liaise with all Vendors to ensure adherence to the Company Vendor Policy.
- To schedule courses/procure bookings to maximise attendance levels and control cost.

Customer Responsibilities (Internal & External Customers)

- To provide administration support for the Fleet Trainers, Fleet Security Officer and Ship Personnel for both onboard and personal training.
- To liaise with the Fleet Scheduling Officer (Deck) with regard to rotational changes for the Fleet Training Officers.
- To liaise with Vendors, Port Agents and Ship Personnel to make arrangements for onboard training.
- To proactively administrate the training requirements of the Fleet Trainers and Fleet Security officer, including revalidation of professional qualifications.
- To make administration arrangement for all Fleet Trainer and Security Trainer conferences, meetings and office visits.

Technical (including systems) and/or Professional Responsibilities

- To administrate the Fleet Training Learning Management System (LMS) for the whole of Fleet Training.
- To utilise the Fleet Training non conformance records and Fleet Training Matrices to proactively identify and action potential onboard training non-conformances.
- To administrate the in-house certification system in accordance with Flag State requirements and internal Policy and Procedures.
- Accurate upload and maintenance of training competency records within the Fleet HR database (MAPS).
- To maintain onboard training multimedia libraries e.g. Videotel as per Operational requirements.
- Together with the Fleet Training Administrators ensure accurate payments are made via the Markview, Payroll Administration Database (PAD), Cheque requisition and Purchase order systems.
- Maintain clear accurate records of training statistics, using Excel, for use by Fleet Training and other internal customers.

HESS Responsibilities

- Lead by example by taking care of the health and safety of yourself and others
- Report all accidents, 'near miss' incidents and work related ill health conditions to your manager and to the Facilities department.
- 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.
- Act safely in accordance with our Elev8 safety behaviours

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 employees control (list not exhaustive).

To undertake ad hoc duties as required.

Special Requirements (Equipment Used, External Contacts etc):

- Computer, workstations and systems supported by the IT Department as required for conducting duties details above.

Other Features of Job (travel, hours of work, working conditions etc):

- Core hours of work are 1000 – 1600 hours.
- Additional 2 hours to be flexible to meet the service requirements subject to approval by the Assistant Director, HR and Development and periodic review.
- A 1 hour lunch break to be taken between 1200 and 1400 hours

Location: Southampton Offices

Person Specification

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Education, Qualifications and Training

Essential:

- Educated to 'A' level or equivalent
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Desirable:

- Educated to Degree level or equivalent
- Recognised qualification in Business services
- Experience of using a Learning Management System (LMS)

Experience

Essential:

- Excellent organisational skills with the ability to prioritise a varied and heavy workload to provide consistent support to work colleagues
- Proven experience of working within a team
- Demonstrated ability to solve problems in a proactive manner.

Desirable:

- Experience of working within a Training function.
- Knowledge of legislation in the maritime industry

Work Based Competencies

Essential:

- Excellent written and verbal communication skills



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- Excellent organisational and planning skills and a flexible approach to workload.
- A high level of computer literacy (Microsoft Word/Excel, Lotus Notes).
- Ability to apply a high level of attention to detail & accuracy

Desirable:

- A high level of Computer literacy with regard to Microsoft Excel
- Experience of working with external Suppliers / Budget Management.

Behavioural Competencies

Engaged and Passionate

- Is proactive and identifies future developments within their own role.
- Uses positive language and behaviours to generate energy for self and others.
- Actively embraces change and identifies own role in supporting change.
- Prepared to challenge the process/status quo and come up with new ideas for improvements within role.
- Welcomes enabling conversations with their manager and demonstrates a commitment to delivering to a high standard at all times.

Open and Honest

- Is open and honest and communicates succinctly and with clarity, taking responsibility for raising issues and giving feedback.
- Recognises own attitude behaviour and impact on others. Seeks feedback to understand the perception of others and adapts behaviour as a result.
- Takes opportunity to acknowledge and praise others in own team and across the department.

Speaking with One Voice

- Understands and is clear on company and departmental vision, direction and values demonstrating this by actively embracing and doing what they can to deliver it.
- Builds effective relationships both within the department and externally to achieve a consistent and joined up approach.
- Actively seeks to understand the Company, department and team 10 point balls and how their role can help deliver on these.
- Demonstrates an effective level of influence, impact and voice at the level they operate.

Customer Centred

- Puts the customer at the heart and start of all decisions and challenges assumption consistently delivering and exceeding customer expectations
- Is able to work across brands to support the team in meeting the customer's requirements.

