

# Carnival UK Job Description Deck Cadet

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.

<b>Reporting to:</b> First Officer / Safety Officer	<b>Department:</b> Deck
<b>Leadership Responsibility:</b> None	<b>Location:</b> Fleet based across CUK vessels
<b>Titles of Direct Reports:</b> None	<b>Budget Responsibility:</b> £0
<b>Size of Department:</b> 30-40	<b>Revenue Responsibility:</b> Understands the commercial impact when making decisions

## Standard Role Summary:

Undertake learning in order to gain experience in seamanship, navigation and shipboard operations as required by the Training Record Book. The Cadet Training Scheme comprises of a balanced programme of practical experience at sea and academic instruction ashore over a period of approximately 3 years.

## Primary Responsibility of the Role:

Undertake duties as per the Designated Shipboard Training Officers (DSTO) instruction to ensure a broad range of knowledge and understanding is developed in all aspects of seamanship, navigation and shipboard operations as per the requirements of the Training Record Book. Develop an understanding of leadership, management and officer responsibilities. Proactively manage own time and training progress, identifying learning requirements and liaising with the DSTO.

## Key Responsibilities:

### Core Knowledge & Skills

Experience / Qualifications	Summary of Requirements
<b>HND Course Cadet</b>	GCSEs in Science, English and Maths Grade A and B (preferably Physics)
<b>Foundation Course Cadet</b>	or A Level (min 160 UCAS points Maths or Science, preferably Physics) or BTEC in relevant subjects or Leaving Certificate 285+ points: with Grade D3 in 5 subjects at Ordinary or Higher Levels including Maths and English or Irish Good command of written and spoken English Passed Marlins English test of Proficiency (where applicable)
<b>Certificates</b>	Valid ENG1 medical certificate or equivalent for the duration of each voyage

**HESS** (Health, Environment, Safety and Security)

Knowledge/Skill	Summary of Responsibilities
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<b>Health and Safety</b>	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 manager/supervisor/team leader and to the safety 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.
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	Carry out duties in a safe manner in accordance with corporate policies and procedures
<b>Public Health</b>	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
<b>Environment</b>	Understand own environmental responsibilities and act accordingly Apply practical measures to reduce water and electricity consumption Apply waste segregation diligently both in work area and when off duty Follow the correct method of disposal of surplus or spent chemicals used Work in a way that avoids environmental incidents and report situations where environmental integrity may be breached Handle materials carefully to minimise spillages during work routines and safely dispose of contaminated material generated during work routine
<b>Emergency Duties</b>	Understand own emergency duties and routines onboard ship Take an active part in the ship's team response to an incident Ensure familiar with ship's emergency alarms and routines Ensure familiar in the use of all fire fighting appliances located within area of responsibility Ensure familiar in the use of the ship's life saving appliances and equipment including lifeboats and liferafts Participate fully in all relevant drills and training Know how to raise the alarm when necessary Able to identify escape routes and emergency exits Understand the function and operation of fire screen / splash tight and watertight doors Undertake any emergency duties / routines as directed by the Senior Officer Undertake any other emergency duties required that are specific to vessel Follow all emergency procedures as directed
<b>Safeguarding</b>	Aware of CUK safeguarding children policies and procedures Report any concerns of a safeguarding nature to the Designated Safeguarding Person (DSP)
<b>Security</b>	Understand the security levels as defined by ISPS and own responsibilities Follow the correct security procedures when embarking and disembarking from the ship Report suspicious activities, packages and / or security incidents following the correct procedure

### **Technical**

<b>Knowledge/Skill</b>	<b>Summary of Responsibilities</b>
<b>Ship Operation</b>	Gain detailed knowledge of all Deck, Technical and Hotel Operations on board Gain working knowledge of ships' trim, stability and stress and an understanding on ship construction Gain knowledge and understanding of the precautions to be taken to prevent pollution to the marine environment
<b>Navigation</b>	Understand how to support 'The Charge' of vessel in all conditions Understand how to determine the ship's position using celestial, terrestrial and coastal navigation on both paper & electronic chart systems Gain knowledge to be able to operate and interpret information from all Bridge equipment (including ECDIS, GPS, ARPA, compasses, echo-sounder, GMDSS, meteorology and steering control systems) Gain an understanding of Navigational watch principles, Ship's Routing, Blind Pilotage techniques and how to record and report information Gain an understanding of ship manoeuvring and the impact effects of different conditions
<b>Seamanship</b>	Gain knowledge in the safe operation of vessel's lifesaving & fire-fighting equipment Gain knowledge in the safe operation of vessel's mooring & anchoring arrangements Understand how to correctly rig vessel's gangways, ladders & hoists Gain knowledge of all deck equipment, deck maintenance requirements and how to record information using CMMS Understand how to launch & assume charge of lifeboats & tenders safely

<b>Watchkeeping (Rating)</b>	<p>Learn and apply basic understanding of the International Regulations for Prevention of Collisions at Sea (IRPCS)</p> <p>Recognise and respond accordingly to all navigational signals and lights</p> <p>Apply knowledge of layout of the vessel's Bridge and its equipment to ensure own and other's efficient response to maintenance needs</p> <p>Understand how to participate in the resolution of close quarters and collision situations, providing advice when necessary</p> <p>Understand how to steer the ship in hand steering mode in all sea and navigational conditions, including pilotage</p>
<b>Deck Maintenance</b>	<p>Perform basic maintenance tasks, under direction of the Bosun or Deck Officer, such as greasing, chipping, painting &amp; basic rope-work</p> <p>Understand how to carry out more complex maintenance tasks including Life Saving Appliances and Fire Fighting equipment maintenance, high-risk work and work requiring "Permits to Work"</p> <p>Understand and follow the basic principles of Risk Assessment &amp; safe working practices</p> <p>Gain knowledge and understanding of how to manage a small team of Deck Seamen to undertake a maintenance task</p>

## Business

<b>Knowledge/Skill</b>	<b>Summary of Responsibilities</b>
<b>IT Skills</b>	Competent in the use of most MS Office Software
<b>Ship's layout</b>	Gain detailed knowledge of the overall ship's layout to understand where key equipment and machinery is located
<b>Ship's Programme &amp; Services</b>	Gain an awareness of all of the main outlets and activities on the ship as detailed in ship's guide and Horizon to fully understand impact on Ship and passengers of faulty equipment and machinery
<b>Customer Service</b>	<p>Respond calmly and quickly to requests from passengers</p> <p>Deliver customer service within the agreed time-scales and to the quality required, ensuring passenger satisfaction</p> <p>Immediately respond to complaints and customer service issues, or report them to linemanager, to ensure speedy resolution</p> <p>Behave in a polite and friendly manner with passengers and crew members at all times and in all areas of the ship</p>

## CUK Behaviours

Speak Up	<ul style="list-style-type: none"> <li>• Identifies and addresses barriers to team speaking up</li> <li>• Speaks out about concerns and encourages team to do the same</li> <li>• Is comfortable in challenging and raising concerns to all levels</li> <li>• Speaks honestly and contributes ideas and views openly</li> <li>• Knows and uses the correct channels to report concerns</li> </ul>
Respect & Protect	<ul style="list-style-type: none"> <li>• Treats everyone with respect and ensures team does the same; builds trusting relationships</li> <li>• Ensures that all team members are included</li> <li>• Safeguards the health, wellbeing and safety of colleagues and guests</li> <li>• Looks for more efficient and sustainable solutions that protect the environment</li> <li>• Is compliant when it comes to safety and environmental policy</li> </ul>
Improve	<ul style="list-style-type: none"> <li>• Promotes team work and collaboration with other areas</li> <li>• Learns from experience &amp; others, takes action to continuously develop</li> <li>• Keeps up to date with the rules &amp; protocols</li> <li>• Consistently monitors to ensure team's compliance with legal and policy requirements</li> </ul>
Communicate	<ul style="list-style-type: none"> <li>• Adjusts style to suit audience</li> <li>• Sets the tone by role modelling sound work ethics</li> <li>• Talks about and demonstrates the Culture Essentials</li> <li>• Regularly shares information, plans &amp; priorities and invites open discussion</li> <li>• Is widely trusted, transparent and free from hidden agendas</li> </ul>
Listen & Learn	<ul style="list-style-type: none"> <li>• Seeks and is open to feedback: learns for others observations</li> <li>• Reviews data from audits, surveys and reports to ensure continuous improvement</li> <li>• Consults with others to improve knowledge &amp; judgment</li> <li>• Takes ownership of challenges &amp; obstacles even if outside</li> </ul>

Empower	<ul style="list-style-type: none"> <li>• Understand the needs of others</li> <li>• Coaches others &amp; creates an environment where people do their best work</li> <li>• Invites input from team, encourages diversity of thought, shares ownership and visibility</li> <li>• Communicates with energy and engages the team in getting results</li> <li>• Invests time and energy in supporting and upskilling team</li> </ul>
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### **Person Specification**

	Organised, structured and self motivated to achieve learning outcomes within the correct timescales
	Demonstrates an aptitude for taking on information and applying learning in both an academic and practical setting
	Shows a genuine enthusiasm and passion for working in a ship operation and navigational environment
	Demonstrates honesty and integrity at all times
	Maintains high standards of appropriate behaviour even when off duty
	Shows respect for, and trust in, colleagues, sharing their experience and learning from others

	Adaptable and flexible in the face of change
	Enthusiastic about learning from their own and others' experiences
	Loyal to the Carnival UK brand and compliant with company policies and procedures

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1.2	Kristy Dawson	14 <sup>th</sup> June 2021