

Carnival UK Job Description

Electro Technical 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.

Reporting to: First Electro Technical Officer	Department: Electro - Technical
Leadership Responsibility: None	Location: Fleet based across CUK vessels
Titles of Direct Reports: None	Budget Responsibility: £0
Size of Department: 10 - 15	Revenue Responsibility: Understand how machinery and equipment can impact the ability to generate revenue

Standard Role Summary:

To undertake learning in order to gain expertise over a great range of electrical and electronic equipment and become an Electro Technical Officer. 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 directed to ensure a broad range of knowledge and understand the full range of electrical and electronic equipment on board. Complete Training Record book and work with mentor to ensure all areas of learning are covered. Proactively identify next learning requirements and work towards completion.

Key Responsibilities:

Core Knowledge & Skills

Experience / Qualifications	Summary of Requirements
Foundation Course Cadet	A Level (min 160 UCAS points Maths or Science, preferably Physics) or BTEC in relevant subjects and GCSEs in Science, English and Maths Grade A and B (preferably Physics) 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

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 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. Carry out duties in a safe manner in accordance with corporate policies and procedures
Public Health	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
Environment	Understand own environmental responsibilities and act accordingly

	<p>Apply practical measures to reduce water and electricity consumption</p> <p>Apply waste segregation diligently both in work area and when off duty</p> <p>Follow the correct method of disposal of surplus or spent chemicals used</p> <p>Work in a way that avoids environmental incidents and report situations where environmental integrity may be breached</p> <p>Handle materials carefully to minimise spillages during work routines and safely dispose of contaminated material generated during work routine</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>Undertake any emergency duties / routines as directed by the Senior Officer</p> <p>Undertake any other emergency duties required that are specific to vessel</p> <p>Follow all emergency procedures as directed</p> <p>Understand the function and operation of fire screen / splash tight and watertight doors</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
Maintenance Management Systems	<p>Understand that all refit and planned maintenance is managed through computer-based systems and that completed maintenance should be recorded on the computer system</p> <p>Undertake planned maintenance carefully and diligently as directed and report completion with any defects identified, keeping supervisor informed at all times</p>
Ship Systems and Equipment Maintenance	<p>Gain detailed knowledge of particular ship systems and equipments, their associated fittings and onboard installation arrangements</p> <p>Understand basic system diagrams with support</p> <p>Under supervision carry out servicing and simple maintenance routines as directed</p> <p>Under supervision safely isolate a particular system or equipment, as directed, to enable servicing and routine maintenance to be carried out</p> <p>Under supervision undertake simple fault diagnosis</p> <p>Undertake other duties as and when required as requested by Senior Officers</p>
Tech Safety Skills	<p>Safely use the tools and equipment required to carry out role</p> <p>Ensure that PPE is complete and in a suitable condition for work at all times</p>
Emergency Response Environmental Management	<p>Understand the need to avoid environmental incidents</p> <p>Report situations where environmental integrity may be breached</p> <p>Handle materials carefully to minimise spillages during maintenance routines</p> <p>Understand how contaminated material generated during maintenance activities should be correctly disposed of</p>

Business

Knowledge/Skill	Summary of Responsibilities
IT Skills	Competent in the use of most MS Office Software
Ship's layout	Gain detailed knowledge of the overall ship's layout to understand where key equipment and machinery is located
Ship's Programme & Services	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

Customer Service	<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 line manager, 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>
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CUK Behaviours

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

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 an electro-technical 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 th June 2021