

TITLE: Registrar Of Ships
GRADE: Executive Officer
RESPONSIBLE TO: Quality Manager
RESPONSIBLE FOR: Vessel Registration
DEPARTMENT: Department for Enterprise
DIVISION: Isle Of Man Ship Registry

MAIN PURPOSE AND OBJECTIVES

The Post holder will under the direction of the Quality Manager take responsibility for the accurate, efficient and effective registration of ships on the Isle of Man Ship Register. The post holder will ensure the efficiency and quality of service of the Ships Registry is maintained by:

- Authorising changes to the Ships Register and ensuring such changes are accurate, legal and timely.
- Ensuring work is correctly prioritised, allocated and accurately dealt with within time constraints and providing management support to administrative staff.
- Providing information and advice and ensuring continuity of service to Shipping Companies, Ship Owners, their legal representatives, surveyors and other interested parties including foreign registries.

MAIN ACTIVITIES

As Registrar of Ships the Post holder has responsibility for:

1. Administering the functions of the register to ensure the effective and efficient running of the Registry which includes establishing correct ownership and title of ships, especially for non-UK applicants, and concluding registration in the Isle of Man on one of four legally conclusive registers on request and when title is proved.
2. Acting as signatory to the Register providing round-the-clock availability (when pre-arranged) for completion of registrations. (Note: The Post holder will be entitled to claim time off in lieu (TOIL) and/or overtime for registrations that take place outside of normal working hours)
3. Being responsible for and providing monthly registry statistics and distributing them to Ship Registry management and internal and external stakeholders.

4. Co-ordinating the registration process which may involve several parties in different time zones in order to ensure that the requirements of the Isle of Man Register are met together with the customers needs and local requirements relating to times of transfer etc.
5. Liaison with ship owners, managers, builders and their legal representatives.
6. Providing information and advice to members of the public, solicitors, surveyors, existing and potential clients. Consult with Registrars in relevant British Possessions, Consuls and other Government Departments on registration matters by telephone, correspondence and in person, in relation to:
 - (i) General enquiries and provision of information
 - (ii) Initial registrations
 - (iii) Transfer of registrations
 - (iv) Issue of transcripts
 - (v) Closure of registry
 - (vi) Name approval
 - (vii) Official Numbers
 - (viii) Tonnage alterations
 - (ix) Bill of Sale
 - (x) Mortgages
 - (xi) Death of owner/mortgagee
7. Maintaining Registry instructions, procedures and guidelines ensuring they remain valid and up to date as part of the Ship Registry's ISO 9001 quality System.
8. Assisting with the promotion of the Ship Registry internationally. This includes client liaison meetings, promotional events and business development.

OTHER DUTIES

1. Assisting with the development of the Registry content on the Ship Registry website and Isle of Man Ship Registry promotional literature.
2. Delivering superintendents training module for Isle of Man Ship Superintendents Course.
3. Providing training/familiarisation as required to clients, visiting registrars or other interested parties.
4. Other appropriate duties as may be directed by the Director or Deputy Director.
5. The Post holder will contribute to the regular review of their training and development needs and agree an action plan to meet such with their line-manager.

REPORTING FRAMEWORK

Registrars report to the Quality Manager of the Isle of Man Ship Registry.

The Quality Manager, as line manager, is responsible as 'Reporting Officer' for the implementation of, and compliance with, the provisions of the Isle of Man Civil Service Performance and Development Review Scheme, as it applies to the post.

As reporting officer, the Deputy Director will ensure that in line with the time scale set out in the scheme, amongst other things, an annual:

- Personal Delivery Plan and Personal Development Plan is agreed with the post holder;
- Review and assessment of the job holder's performance and competency/behaviours is made; and
- Quarterly Performance and Development Review meetings are conducted.

The job holder has, in turn, a formal obligation to contribute constructively to the implementation of the Scheme as it applies to them.

INTEGRITY

All staff of the Ship Registry are expected to recognise that the everyday business of the Ship Registry requires the highest level of personal integrity. Each officer has a personal responsibility to maintain the confidentiality of all Ship Registry business and to uphold such confidences both in administering the business of the Ship Registry and outside the Ship Registry.

COMPETENCIES AND LEVELS

Leading and Working Together – Level B

Actively supports/manages staff to deliver objectives; generates enthusiasm and commitment in others and demonstrates this in their own approach, works collaboratively with colleagues to deliver results; develops effective and productive working relationships with colleagues and with contacts in other Departments/externally. Manages disagreements with tact and diplomacy.

Communicating and Influencing – Level B

Communicates in a clear and persuasive way; promotes their ideas, convincing others to agree to proposals; considers other views to produce a 'win-win' outcome; uses their understanding of the organisation and the position of other parties to inform their proposals; is flexible in the re-thinking their approach to persuading others.

Achieving Results – Level B

Sets realistic plans, schedules activities and resources to deliver to agreed timescale; communicates openly to ensure plans and priorities are updated; seeks out different sources and perspectives; anticipates potential problems inherent in alternative courses of action; uses experience and knowledge to assess the best course of action; strongly focussed on achieving results; takes responsibility for ensuring that the business plan objectives are met.

Delivering a Quality Service – Level C

Delivers and excellent service to internal and external customers; proactively seeks out ways to maintain and improve high standards of service; analysis performance data to assess quantity and quality of service provision; looks for ways to improve value for money and encourages colleagues to do so.

Changing and Learning – Level B

Assists, coaches and advises colleagues to develop competence and confidence; actively looks for new, better ways of working; offers opinions in discussions which are not always the most obvious. Is versatile and adaptable, and prepared to change their views. Applies up-to-date specialist skills, knowledge and experience to their work.

Showing Commitment and Resilience – Level C

Adopts an energetic approach to work and is enthusiastic and interested in their work; stays calm under pressure, and in control when under stress.

Isle of Man Civil Service

Person Specification

Post: Registrar (EO)

Department: Department of Economic Development, IOM Ship Registry

Job Summary:

Registrars play a pivotal role in the work and success of the Ship Registry. Registration of ships is the fundamental upon which the Ship Registry organisation is built. The registrar is often the first point of contact with new and existing clients and it is this interaction which sets the scene for further transactions.

Registrars provide accurate, efficient and effective registration of ships on the Isle of Man Ship Registers to uphold the reputation of the Isle of Man as a quality jurisdiction. The post holder will ensure the efficiency and quality of service of the Ships Registry is maintained by:

- Authorising changes to the Ships Register and ensuring such changes are accurate, legal and timely.
- Ensuring work is correctly prioritised, allocated and accurately dealt with within time constraints and providing management support to administrative staff.
- Providing information and advice and ensuring continuity of service to Shipping Companies, Ship Owners, their legal representatives, surveyors and other interested parties including foreign registries.

Attributes	Essential or Desirable	Method of Assessment
Qualifications		
5 GCSEs or equivalent (including Maths and English at Grade C or above)	E	Application/CV
Experience		
2 years' experience in a multi-disciplined office environment	E	Application/CV
Experience of working to tight deadlines within a	D	Application/CV

compliance or regulatory environment Experience of the maritime industry	D	Application/CV
Knowledge and Skills		
Resilient and able to remain calm while working under pressure and to tight deadlines	E	Application/Interview
Sound analytical and investigative skills - able to produce accurate statistical information for management information and/or regulatory bodies	E	Application/Interview
Ability to develop an in-depth working knowledge and experience of ship registration and the legal requirements relating thereof.	D	Application/CV
Able to make decisions based on information to hand. Knows when to seek help.	E	Application/CV/Interview
Working knowledge of Company formation and partnership formation, probate, trusts and bankruptcy.	D	Application/Interview
Ability to communicate effectively at all levels, both verbally and in writing.	D	Application/CV
Working knowledge of Microsoft Office, in particular, Word, Excel and Outlook.	E	Application/Interview
Disposition		
Ability to work accurately and make decisions	E	Application/Interview
Team player - also comfortable working independently	E	Application/Interview
Self-motivated, reliable and committed to achieving results.	E	Application/Interview
Capable of balancing short and long-term priorities	D	Application/Interview
Circumstances/Interests		
Isle of Man worker	D	Application /Interview/ Pre-employment Checks

The post holder shall perform such duties and observe and conform to such reasonable instructions as the Department or Board, or person duly authorised by the Department or Board, may from time to time give.

In addition to this:

Performance Management and Improvement

All Civil Servants have a personal responsibility for performance management. The post holder will be expected to contribute to their annual performance development review and interim performance reviews.

Health and Safety

The post holder will be responsible for their own health and safety and the impact of their actions on others. They will be responsible for identifying any possible risks or near misses to a responsible manager and/or the Health and Safety Review Group of the Ship Registry.

Reporting Framework

The post holder reports to Quality Manager of the Ship Registry, Department of Economic Development.

Integrity

As an appointee of the Ship Registry, Department of Economic Development, the post holder is expected to recognise that their everyday business requires the highest level of personal integrity. Each Officer has a personal responsibility to maintain the confidentiality of all Ship Registry business and to uphold such confidences.