

FILING INFORMATION	
Directorate	Group Operations
Location	Dubai (see note)
Date	03 rd April 2017
ORGANISATION RELATIONSHIPS	
Position reports to	Director Group – Technical
Direct reports	<ul style="list-style-type: none"> • Regional Technical Managers
Secondary Reports	<ul style="list-style-type: none"> • Technical and Ship Manager(s)
Key peer Relationships	<ul style="list-style-type: none"> • Marine Operations Manager • Group HSEQ Manager • Regional Directors & Operations Managers
Key (Internal / External) Customer Relationships	<ul style="list-style-type: none"> • Regional business units, relevant Industry bodies, Classification bodies, Group Suppliers and Flag State organisations.
ROLES & RESPONSIBILITIES	
Primary position Objective	<ul style="list-style-type: none"> • Responsible for the development and implementation of group wide technical policies and marine engineering standards as necessary to drive superior levels of vessel performance across all business units. • Establishing minimum technical operating standards and providing direction, advice and support to Regional Technical Managers in the promotion of Best Practices across the P&OM Group. To improve on-board technical and engineering management and where practical standardise processes across the Group. • Recommending the establishment, or amendment, of maintenance and repair policies and procedures determined to deliver first class operational performance and vessel availability as well as to ensure that the value of Group of assets is maintained at all times. • Responsible for establishing technical key performance indicators (KPI) and for monitoring and auditing the technical performance of each business unit. • Developing a technical inspection and audit programme to ensure that proper governance is being exercised by the regional teams in safe and reliable ship operations. • Responsible for advising the Management Executive on all matters relating to the technical operation and maintenance of the P&OM worldwide fleet of vessels. • Provide management and leadership to all members of the technical management teams and to undertake mentoring and training within the P&O Group and regional business units as required in support of the above objectives.
KEY RESULT AREA	MAJOR ACTIVITIES / DELIVERABLE
Fleet Technical Performance	<ul style="list-style-type: none"> • Implement and manage group wide technical policies and marine engineering standards as necessary to drive superior levels of vessel performance across all business units • Ensure audits of vessels, offices and facilities are carried out to ensure compliance with external and internal standards • Manage relationships with internal and external personnel working on behalf of the Company • Establish appropriate Key Performance Indicators (KPIs) that measure Technical performance across the P&O Group • Drive continual improvement in technical standards through best practice and the adoption of new and emergent technologies and innovative approaches to ship operation and maintenance.

Job Title: Group Technical Manager

<p>Financial Management</p>	<ul style="list-style-type: none"> • Monitor Group wide operating expenditures with specific focus on repair and maintenance costs with a view to seeking a reduction in technical operational and consumable costs. • Reviewing and challenging repair & maintenance budgets prepared by Regional technical management and recommending revision or approval to the management executive as appropriate.
<p>Leadership & Management</p>	<ul style="list-style-type: none"> • Provide guidance, support and coaching to Technical Managers within P&OM on marine engineering and technical matters. • Establish planning tools, processes and base line metrics, for Regions and business units to assess and improve performance across the fleet • Build the capability within Regions to increasingly take ownership and accountability for all technical and engineering matters within the fleet • Promote an environment of shared vision and co-operation for continual improvement of team performance. • In conjunction with Regional directors, develop performance development plans for Regional Technical Managers to set performance direction and identify training and development needs. • Regularly meet with the technical teams, including on-board engineering crew, to build a relationship based on mutual respect for skills and knowledge.
<p>Health Safety & Environmental Management</p>	<ul style="list-style-type: none"> • Communicate Health, Safety and Environmental Policies and procedures to ensure that all technical and other staff understand current policies and practice requirements. • Ensure fleet vessels are operated to and comply with Company health, safety, environmental and quality standards and processes. • Take corrective action to address any safety issues or risks arising from fleet operations and restore safe working conditions where applicable. • Develop, amend, revise or re-issue technical procedures as necessary to support the development of improved safety culture and safety/environmental performance.
<p>Crisis Management and Business Continuity</p>	<ul style="list-style-type: none"> • Provide technical support and advice to the Company Crisis Management Team in the event of any incident occurring across the P&O Group that requires the establishment of a Crisis Management Team. • If required participate in or lead the Rapid Deployment Team and proceed to the site or vessel where assistance may be required to resolve an incident.
<p>Limits of authority / Freedom to Act</p>	<ul style="list-style-type: none"> • Authorised to commit expenditure within approved budget and up to authorised expenditure levels

Note: Whilst this role is based at P&O Maritime’s Corporate office in Dubai the role will involve worldwide travel, which may be required at short notice, and may involve some extended periods (possibly up to 1 month) overseas.

QUALIFICATIONS & COMPETENCIES	
Minimum Qualifications	<ul style="list-style-type: none"> Chief Engineer Class 1 Motor certificate of competency or Naval Architecture qualification and experience. Degree in marine/mechanical engineering would be an advantage Proficiency in Microsoft Office and relevant software applications
Experience	<ul style="list-style-type: none"> Demonstrable understanding of shipboard operations and seagoing experience in a senior maritime position. Not less than 10 years of experience in shore based ship management including experience at a senior technical level. Group level experience preferred. A detailed knowledge and understanding of marine engineering and maintenance standards and technical legislation as applicable to a wide range of vessel types and nationalities. Substantial experience with shipboard safety management systems including understanding of ISM, ISO and ISPS codes as well as Class and IMO requirements. Experience in developing and implementing plans, policies and procedures in support of organisational strategic objectives and in promoting global maritime excellence.
Key Attributes	<ul style="list-style-type: none"> Positive and solution focused attitude with a clear goal based approach to problem solving. Well-developed communication, interpersonal and negotiation skills Ability to influence and lead teams operating in remote locations without the need to maintain a continuous presence. Ability to represent the Company and build relationships with regional management teams and develop solutions to their satisfaction Strong analytical and problem solving skills Well-developed leadership and management skills including effective time management and prioritisation skills Sound report writing skills Change management skills High level of attention to detail

This position description provides a general guide as to the major accountabilities of this role. It should not be taken as a definitive list of duties that may be reasonably expected of the incumbent and may vary from time to time and include any tasks commensurate with the role and required by the Technical Director.

COMMON STANDARDS - MANAGERS & PROFESSIONAL STAFF

As a manager or professional staff member in the P&O Maritime, you are required to meet a number of common standards of behaviour, accountabilities and outcomes which include but are not limited to;

- Managing safety and the effective implementation of the P&O Maritime Safety and Environment System within areas under your control.
- Acting on hazards when they are reported, ensuring safety is implemented in planning and performance management processes
- Reinforcing correct safety behaviours, reporting all hazards and incidents and completing assigned actions.
- Comprehensively familiarising yourself with, staying up to date with and ensuring compliance with all Company policies.
- Identifying and managing risk within your area of responsibility and ensuring P&O Maritime interests are protected at all times.
- Ensuring all areas within your control are free of harassment and discrimination.
- Understanding, committing to and complying with the organisation's Social Responsibility Policies.
- Regularly communicating with your staff, peers and others, ensuring their understanding of company objectives and aspirations and other information.
- Managing your own performance and the performance of any employees who report to you in a positive, constructive and proactive manner.
- Developing or supporting the development of future leaders for your business, department or function and ensuring your personal skills and the skill base for all employees under your control is continually maintained and updated as required.
- Proactively managing any cost centres you are responsible for, ensuring appropriate but challenging budgets are set and achieved. Ensuring cost-consciousness at all times in the execution of your responsibilities.
- Maintaining excellent relationships with and delivering against internal and/or external customer expectations.
- Ensuring your personal behaviour is consistent with company values and the company code of conduct at all times.
- Maintain awareness of and compliance with company Quality Control / Compliance policy

COMMON STANDARDS - EMPLOYEES

As an employee of P&O Maritime, you are required to meet a number of common standards of behaviour, accountabilities and outcomes which include but are not limited to;

- Reporting all hazards and incidents and completing any actions assigned to you
- Taking responsibility for your own safety and that of others.
- Complying with all safe work practices.
- Ensuring that you do not harass, victimise, discriminate against, vilify or bully any other employee or anyone else that you interact with in the course of your employment.
- Familiarising yourself with all Harassment and Workplace discrimination policies and procedures and ensure their compliance in the conduct of your duties.
- Managing your own performance to ensure you meet the ongoing requirements of your role.
- Maintaining excellent relationships with and delivering prompt, accurate and efficient service to both internal and external customers.
- Carrying out your work in a conscientious and proficient manner.
- Asking your manager if you are unsure of a course of action you are about to take.
- Ensuring your personal behaviour is consistent with company values and the company code of conduct at all times.
- Supporting the development of fellow employees who are learning a new skill.
- Maintain all files and records in an accurate manner to ensure ease of retrieval of information