

POSITION TITLE	Technical Superintendent POMS UK	DIVISION	Marine Services Division
REPORTS TO	General Manager - UK Business Unit	DIRECT REPORTS	4 x Chief Engineers & Org-chart
PRIMARY LOCATION	Lowestoft UK	INDIRECT REPORTS	As per Org-chart
PRIMARY OBJECTIVE			
<p>Responsible for Technical Management for Research Vessels and all aspects of Marine Engineering standards and policy. Responsible for planned maintenance system, repair, alterations, upkeep, refit of vessels, dry docks having regard for the client's public image and functions. Responsible for providing end-to-end technical and engineering support services delivering as required to both internal and external requests. Responsible for the development and providing guidance on new technologies that could be utilised in fleet vessels. To cover leave or other periods of absence by BU General Manager. To manage and liaise with Nets/Gear Manager on all aspects of workshop and equipment storage / deployment.</p>			
DECISION MAKING AUTHORITY & FRAMEWORK			
<p>Without referral to manager</p> <ul style="list-style-type: none"> Expenditure within annual budgetary allocation Manage resources including, internal personnel and contractors Resolution of day-to-day operational issues <p>After consultation with manager or others</p> <ul style="list-style-type: none"> Expenditure outside of budget and contract limits Select or reject suppliers/contractors within technical areas of responsibility Performance Management Issues Proposed changes to vessel schedule including; port calls, dry docking, statutory inspections Attendance at conferences/industry forums Travel outside primary location HSEQ amendments and initiatives Supporting the HC Manager in the selection of relief technical crew / rostering of crew or 	Contact	Frequency	
	General Manager	Regular updates on technical issues required, seek approvals for expenditure. Inform of any issues with client and vessel users	
	General Manager Technical Manager (Corporate Office)	Regular contact to inform and seek advice about Marine Services Division Technical, Engineering and Financial requirements. Regular contact to provide technical advice and to liaise on safety matters as required	
	Finance Manager General Manager Marine Superintendent Nets/Gear Manager	Weekly meetings to deliver progress reports and monthly technical reports. Regular contact to provide technical advice and to liaise on safety matters as required	
	HC Manager	Regular concerning rostering of crew and hiring of reliefs and to assist with performance management	
	HSEQ Manager	Regular contact and guidance required to ensure all aspects of vessel(s) HSEQ are addressed	
	<ul style="list-style-type: none"> Lloyds MCA Harbour Authorities & agents 	Regular contact to inform and seek advice about client and external requirements to meet contractual and customer requirements	
	Client representatives and vessel users	As required to ensure client, safety and vessel user requirements are delivered including, the maintenance and repair of vessel, and scientific equipment if requested by client	

HC – FORMS (Common)	Applicable to: All Business Units & JVs	Date: 12-Feb-2018
Reference: Group HSEQMS Manual: 'Company Roles, Responsibilities, Accountabilities and Authorities'	Rev. 0	Page 1 of 5

shore side technical reliefs <ul style="list-style-type: none"> Client requested technical works Referred to manager or others <ul style="list-style-type: none"> Enter into/sign off on any contracts for services Legal and insurance issues Increased labour resource 		
KEY ACCOUNTABILITIES		
Key Result Area	Performance Measures	
Vessel Management	<ul style="list-style-type: none"> Ensure vessels are maintained and fully operational to meet charter obligations and customer requirements and provide guidance to General Manager and/or Marine Superintendent on technical status and capabilities. Liaise with clients/end users to address any concerns or queries with regard to vessel, equipment functionality and personnel or as required by General Manager Ensure vessels remain in 'A1' condition and in accordance with international regulations and class and all vessel and hull dockings/surveys and carried out. Leading energy efficiency measures onboard the vessels Ensure an effective Planned Maintenance program and defect resolution process is in place for all vessels on areas of responsibility and any repairs are completed with minimal operational and financial impact. Audit/inspect Engine Room logbooks and monitoring vessel condition. Advise vessel owners on any vessel modifications/ conversions requested and plan and execute as required while ensuring no impact to safety and integrity of the vessel. Carry out technical inspections on each vessel. To monitor and where appropriate look for best value when procuring services, equipment Attend pre cruise, post cruise, operational and management meetings as required and follow up on relevant action items Continually develop and implement improved planning, workshop and technical control procedures Produce formal reports of technical activities To continually improve technical and engineering efficiencies through the review and audit of processes and procedures as required Undertake vessel audits as required Carry out vessel inspections and audits of prospective additional tonnage as required. 	<ul style="list-style-type: none"> Positive feedback from vessel users and client evident from feedback received from Post Cruise Assessments, Post Cruise Meetings. Logical defence and resolution of negative comments or complaints as appropriate. Expenditure within budget, VFM demonstrated Required updates are provided on a regular basis Timely completion of action items No avoidable technical system failures within POMS control areas No avoidable vessel downtime and positive user and client feedback Customer satisfaction that items raised during meetings are being addressed User/client expectations exceeded Timely delivery of accurate and succinct technical reports No non-conformances achieved in audit, and recommendations acted on to agreed timelines Improved efficiencies as a result of thorough implementation of the

	<ul style="list-style-type: none"> Initiate and conduct investigations into incident and near miss reports, proposing and implementing cost effective solutions Act as the day to day liaison with the client addressing any emerging issues on a preventative footing at all times 	<p>findings of audits and reviews of technical procedures and vessel activities</p> <ul style="list-style-type: none"> LTI/MTI ratios 0 – Where incidents do occur ensure effective reporting and timely follow up on actions.
Workshop	<ul style="list-style-type: none"> Provide suitably qualified staff to operate and maintain Workshop equipment Ensure weekly and monthly work plans are generated and executed providing optimal efficiency and economy. Ensure all necessary safety precautions are taken by workshop staff. Provide workshop staff as required to attend vessels for installations, repair and maintenance. Carry out modifications and work requests as required. Assess and respond to requests submitted through the modifications form. Technical and engineering support services and engineering workshop services delivering as required to both internal and external requests. To ensure logistics and planned maintenance procedures for the effective storage and maintenance of equipment at the Pinbush facility maintained. To liaise on any issues with regards to Pinbush IT and infrastructure To ensure facility is clean and tidy at all times to reflect the high operating standards of the company. 	<ul style="list-style-type: none"> No avoidable vessel downtime and positive user and client feedback Resources and facilities being used to capacity Maintain the professional image of the operation. HSEQ reporting and plans to the highest standard No conflict with the client regarding the lease arrangement Technical and IT issues reported and highlighted as necessary Positive feedback from Client and Senior Management concerning the facility
Finance	<ul style="list-style-type: none"> To routinely monitor budgetary performance i.e. expenditure vs budget Produce reports and reforecasts as required Work with ship staff and managers to implement procedures and processes which provide ownership and accountability by senior ship staff for technical expenses To assist in the preparation of technical and engineering annual budgets Ensure that expense forms and alterations to payroll details are communicated to HR and finance team in a timely manner To ensure all company financial policies are followed including the completion of CAPEX forms and contract approvals Ensure best practice procurement processes are in place Ensure that the process for netstore recharge is accurate and processed in a timely fashion and that customer back- up and paper requirements are in place Ensure that the process for hotel services , fuel, port charges and other recharge is in place and the customer back- up and paper requirements are in place 	<ul style="list-style-type: none"> Annual expenditure within agreed budget allocation. Timely submission of RFC's and reports Evidence that senior ship staff are competently managing ship operating expenses Budgets are completed in a timely and accurate manner Timely and accurate communication of expenses and payroll information to HR and finance Adherence to company financial policies Adherence to company procurement

	<ul style="list-style-type: none"> Work with ship staff and managers to implement procedures and processes which provide ownership and accountability by senior ship staff for operational expenses 	policy and VFM demonstrated during procurement
Occupational Health Safety & Environment Management	<ul style="list-style-type: none"> Communicate health, safety and environmental policies and procedures to ensure staff understand current policy and practice requirements Monitor subordinate staff awareness of and compliance with Company policy and procedures to maintain a safe working environment Take corrective action to remedy safety hazards or risks and restore a safe working environment Play a key role in the development and implementation of an environmental plan concerning the activities of the vessels 	<ul style="list-style-type: none"> Evidence of action taken to promote understanding, in addition to easily accessible health and safety policies and procedures Level of compliance as determined through internal and external audits Timeliness and effectiveness of corrective action
Quality Control	<ul style="list-style-type: none"> Monitor subordinate staff awareness of and compliance with Company policy and procedures in line with quality and environmental standards Maintain all files and records in an up to date and accurate manner to improve the efficiency of day to day activities and compliance with statutory and quality standards 	<ul style="list-style-type: none"> Level of compliance as determined through internal and external audits Accuracy and accessibility of records and data
KEY CHALLENGES	<ul style="list-style-type: none"> Willingness and ability to challenge processes and procedures to improve operational efficiencies Embrace the requirement to modify and alter current systems, processes and modes of operation Develop relationships with Managers in POMS given varied geographic location of offices and different mode of operation Delivery of the operational aspects of the POMS client contracts Enhancement of customer relationships to further develop and grow business opportunities where possible Delivery of research and business development function 	
SELECTION CRITERIA		
Qualifications and experience	<ul style="list-style-type: none"> A Class I Chief Engineer certificate of competency with minimum 5 years of recent experience Previous 2 years' experience in marine technical fleet management Knowledge of diesel electric machinery/propulsion. Good project planning, costing, budgeting skills. Preparation of dry-docking specifications Experience with electronic planned maintenance systems Control of technical purchasing Strong and sound knowledge of ISPS, ISM, Flag State and Classifications Society procedures and regulations Excellent communication and people management skills. Involvement with new building projects Business/management qualifications would be an advantage 	

	<ul style="list-style-type: none"> Working knowledge of Microsoft Excel, Word and Outlook is essential. Knowledge in other MS Office package such as Power Point, Project and CAD would be an advantage 			
Key Attributes	<ul style="list-style-type: none"> A dynamic, flexible and operationally focussed individual looking for an exciting and challenging career in diverse environment. Strong communication and interpersonal skills Strong understanding of OHS&E in the workplace 			
COMMUNICATION AND WORKING RELATIONSHIPS				
Internal	Business Unit Management Team, Vessels Chief Engineers , Masters, Technical Team Corporate Office,			
External	Harbour Authorities & agents, Lloyds, MCA, Client representatives and vessel users			
HSEQ	Compliance with P&OM Management System which include but is not limited to: <ul style="list-style-type: none"> HSEQ and other policies The PPE Procedure Incident Management Procedure Emergency Response Plans Risk Management Control of Document and Record 		100% implementation of P&OM policies and procedures such as: <ul style="list-style-type: none"> HSEQ and other policies Applicable PPE requirements Timely reporting of incident and ill-health Drill programme Risk assessments relevant to the tasks the department is involved in The reporting requirements including the maintenance of records, retention and disposal procedures Participation in risk assessments as applicable. 	
Employee Name		Signature		Employee ID
Manager Name				