

TRINITY HOUSE
JOB DESCRIPTION

Job Title:	Second Officer
Reporting to:	Captain
Post No:	9017 – 9024
Directorate:	Operations
Location:	SVS

PURPOSE OF JOB

To work as part of the Bridge, Foredeck and Workboat Team, to contribute to the safe and efficient operation of the Vessels.

MAIN ACTIVITIES AND RESPONSIBILITIES

1. Bridge Operations

- Safe Navigation of the Vessel, with particular regard to the observance of the collision regulations, maintaining an efficient lookout, passage planning, use of Navigational equipment and monitoring of radio communications, safety broadcasts and Vessel Traffic Services;
- Bridge Equipment, responsible for monitoring the performance of all navigational and electronic Bridge equipment, reporting defects to the Master and initiating repair or service, carrying out pre sailing checks;
- Aids to Navigation, Positioning of Aids to navigation by the use of primary and co-primary position fixing systems, aids to navigation inspections and report writing;
- Communications equipment, responsible as the Vessels Radio Officer;
- Maintenance of the Vessels Official Records;
- Maintenance of the Vessels MMIS system related to Buoy task Work Orders.

2. Aids to Navigation

- Navigational Aids, responsible for fault and repair analysis, solar checks and preparation of associated equipment. Responsible for maintenance of the Vessels Solar stock equipment;
- Foredeck works, alongside the Chief Officer, assist with the deployment and recovery of Buoys and associated tasks.

3. Off Vessel Working

- Responsible for Work parties working away from the Vessel, on Light Vessels, Light Houses attending Buoy Casualties or for certain Ship/Shore Personnel Transfers. On occasion this will include transfer to lighthouse stations via TH helicopter.

4. Surveying

- Responsible for the preparation, conducting and post data analysis of all survey work and completing a full report for the Commanding Officer. Responsible for the electronic transfer of the survey data to the Navigational Directorate.

5. Health & Safety

- Maintain Vessels Medical Locker and associated Equipment;
- Maintain Vessels Lifesaving and Fire Fighting Equipment, defect rectification, maintain records;
- Preparing and updating the Vessels Muster List;
- Adhere to stated policies and procedures relating to health, safety, and environmental and quality management.

TECHNICAL SKILLS

These will form a key part of your Technical Skills within the Performance Management process

- OOW Unlimited CoC;
- GMDSS Certificate;
- Well-developed IT skills;
- A working knowledge of Budgetary Procedures;
- An understanding of Maintenance Information Systems;
- A Working knowledge of the ISM/ISPS Code;
- Good written communication skills, including report writing;
- A current ENG 1 Medical Certificate;
- Minimum Trinity House First Officers Pilotage Certificate, (or within 12 months of appointment);
- Survey, Multi Beam Familiarisation or within 12 months of appointment.

BEHAVIOURAL SKILLS

1	Planning and Organising	Level C
2	Judgement & Decision Making	Level C
3	Interpersonal & Communication	Level C
4	Team Working and Co-operation	Level C
5	Professionalism	Level C
6	Creativity and Flexibility	Level C

ADDITIONAL TRINITY HOUSE REQUIREMENTS

- Proficiency in Medical First Aid (or equivalent)
- GMDSS Cert (valid)
- CPSCRB
- Fire Fighting Advanced (periodic)
- Designated Security Duties
- Personal Survival Techniques (periodic)
- Working at Heights (periodic)

- Trinity House Second Officer Pilotage Certificate (within 12 months of appointment)
- Dynamic Positioning Basic / Induction
- Ecdis Generic
- Ecdis Specific
- Fast Rescue Boat
- Single Beam Survey Training
- Multibeam Echo Sounder Training