



TRINITY HOUSE

ROLE PROFILE

ASSISTANT MARINE SUPERINTENDENT

JOB PURPOSE

To act as deputy to the Marine Superintendent in the effective and efficient management and operation of marine resources in order to execute the statutory and commercial undertakings of Trinity House.

KEY RESPONSIBILITIES	Marine Operations	
		<ul style="list-style-type: none">▪ Support operational excellence in line with organisation QHSE policies and procedures and industry best practice▪ Support operational efficiencies and performance improvement across the fleet▪ Undertake regular vessel visits▪ Recognition of operational and safety performance trends and implementing initiatives to create a sustainable culture of learning and performance improvement.▪ Delegated authority and responsibility in the absence of the Marine Superintendent.▪ Act as deputy DPA as per ISM code - shared on call duties with the Designated Person Ashore and Aids to Navigation casualty management.▪ Act as Deputy Company Security Officer under the ISPS Code▪ Support Internal Auditing, documentation, shore side exercises and re-validation of certification within the requirements of both codes in accordance with Marine Superintendent guidance and allocation.▪ Act as Subject Matter Expert for SVS supporting people management activities, including ensuring all personnel are appropriately certified and competent.▪ Track and monitor 'TOTO' time on time off process to ensure compliant delivery in accordance with Marine Superintendent guidance and allocation.▪ Conduct Marine assurance activities on Trinity Houses chartered 3rd party work boats and vessels.

		<ul style="list-style-type: none"> ▪ Undertake additional tasks and responsibilities as assigned or necessary, within the scope of the role. ▪ Support Incident investigations and interface with HSE team in this respect
	Asset management	<ul style="list-style-type: none"> ▪ Assist the team with Asset Management, with reference to Marine delivery. ▪ Provide Marine technical advice to other departments within the Organisation. ▪ Identify, promote and lead environmental improvements across the marine department.
	Commercial	<ul style="list-style-type: none"> ▪ Support the project management of Marine commercial activities in conjunction with the Commercial Manager. ▪ Work with the Commercial Team in the identification of potential customers for the breadth of services offered by Trinity House to commercial customers
	Budget Support	<ul style="list-style-type: none"> ▪ Operate within the Department agreed budget and develop cost effective solutions. ▪ With the Technical and Engineering Superintendents, support the team in the preparation of budgets
	Functional Support	<ul style="list-style-type: none"> ▪ Act as a source of marine expertise ▪ Support health, safety, environmental and quality management procedural requirements.
ENTRY REQUIREMENTS	Skills and experience	<ul style="list-style-type: none"> ▪ Seagoing experience as a Deck Officer ▪ Extensive knowledge of safety management systems ▪ Competent IT user ▪ Understanding of the ISM and ISPS Codes with appropriate training as an auditor desirable. ▪ Offshore experience desirable
	Qualifications	<ul style="list-style-type: none"> ▪ STCW II/1 – OOW CoC or higher ▪ Leadership/Management qualification desirable. ▪ ISM DPA desirable ▪ DP operator certificate desirable
	Professional Competencies	<ul style="list-style-type: none"> ▪ Managing yourself ▪ Making decisions ▪ Communicating and influencing ▪ Providing purpose and direction ▪ Developing people and capabilities ▪ Building relationships and networks ▪ Leading change and innovation ▪ Managing resource and risk ▪ Achieving results