ROLE PROFILE

NAVIGATION ADMINISTRATOR

JOB PURPOSE

To provide Office-based administrative support to the Navigation Department.

KEY RESPONSIBILITIES	Technical and administrative support	- Website monitoring (Planning Inspectorate, regulatory etc), downloading applications. - Monitor progress of major projects through the planning process,keeping team updated on relevant deadlines. - Undertake and monitor local user consultations in connection with MMO / NRW / PI applications working within specified application deadlines. - Ensure relevant manuals, documents and internal procedures are kept up to date. - Produce Wreck summary forms for new wrecks and update existing wreck information. - Process MMO/NRW/NSTA screening and scoping applications in consultation with the relevant member of the Navigation Team. - Assist in processing local and Admiralty Notice to Mariners, relating to local aids to Navigation. - Assist in processing the temporary discontinuance / removal of local aids to Navigation. - Monitor local Aton performance and failures. - Report marine licence breaches to the MMO, NRW or relevant authority for possible enforcement action as part of AtoN performance monitoring. - Respond appropriately to reported Local AtoN casualties and enquiries on navigational safety issues/relevant marking requirements. - Perform tasks and maintain records in respect of Trinity House AtoN, including forming and promulgating notices to mariners and providing administrative support in setting up user group meetings.

	General office support	- Provide general administrative support to Navigation Department, in particular to the Inspector of Seamarks, Local AtoN Manager and Navigation Services Manager. - Undertake electronic filing, photocopying and scanning together with hard copy filing of all Directorate documentation including Examiners forms. - Draft emails, letters and Worksite documents etc as instructed. - Take enquiries from directors, managers, staff and external organisations, referring more complex enquiries to the appropriate team member. - Book rooms and arrange catering as appropriate. - Monitor MMO/NRW marine licences with particular reference to fast-track applications, noting which licences adequately include TH requirements. - Provide support to the Local AtoN Manager for all matters relating to Local AtoN availability monitoring. - Undertake additional tasks and responsibilities as assigned or necessary, within the scope of the role.
ENTRY REQUIREMENTS	**Skills and experience**	- Excellent administration skills, including electronic administration. - Good ICT skills, including Microsoft Office Products and experience. - High level attention to detail. - Good time management skills.
	Qualifications	- Level 2 qualification in Maths and English - Level 3 qualification in Business Administration or equivalent experience desirable.
	Professional Competencies **(Business Administration Apprenticeship Standards)**	- IT - Record and document production - Decision-making - Interpersonal skills - Communications - Quality - Planning and organisation

For the benefit and safety of all mariners

www.trinityhouse.co.uk

The Corporation of Trinity House is a Registered Charity

Trinity House

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