

## **JOB SPECIFICATION**

<b>GRADE:</b>	Trainee Marine Surveyor
<b>DEPARTMENT:</b>	Gibraltar Maritime Administration
<b>RESPONSIBLE TO :</b>	Senior Marine Surveyors

The appointment will be on temporary and non pensionable contract terms for a period of three years. Further employment is subject to satisfactory completion of the training program.

The following are the general training which all Trainee Marine Surveyors must undertake:

1. The training requirements and the program will be dependant on qualifications and experience held by the applicants. The following will be the general training program.
  - A period of time shadowing a Gibraltar Maritime Administration surveyor and working under his direction whilst carrying out Port State Control Inspections and other surveys and audits both locally and abroad.
  - Up to six month secondment to the MCA and up to two month to the Headquarters of a classification society. The period of secondment may be varied if required.
  - Up to 4 months shadowing a class surveyor in the area of Cadiz and other areas in Spain.
  - Completion of the EMSA Seminar for New Entrants Port State Control Inspectors and other distance learning packages will also be required.
  - Successful completion of other specialised courses in such areas as the Loadline, Solas, Marpol, STCW, ISM, ISPS and the ILO Conventions.
  - Completion of a twelve month correspondence course to obtain a Diploma in Marine Surveying.
  - Attend such additional training courses as may be required.
2. As the trainee become competent in various tasks they will be required to carry out audits and surveys of, in the first instance, domestic vessels and subsequently vessels outside Gibraltar.
3. On successful completion of the training program the surveyor will have attained the required level of competency allowing him to carry out various functions, some of which will require re-validation every 5 years.

4. Failure to satisfactorily complete the training program will result in termination of the appointment.

In addition to the above, a Trainee Marine Surveyors will be required to undertake further specific duties in respect of the particular section in which the officer is deployed.

## PERSON SPECIFICATION

<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Qualifications	A degree from an accredited university or other relevant maritime qualifications.	Degree in an engineering discipline, marine engineering or naval architecture.
Knowledge	The ability to absorb information quickly.	General knowledge of legislations and the ability to interpret both legislation and guidance.
Experience	Work experience in general and understanding of the need to work to timescales to meet customer's expectation.	Any experience in the maritime industry.
Key Skills	<p>Willingness to learn new skills and positive reaction to advice and directions.</p> <p>Possess good interpersonal and communication skills in order to be able to work and maintain a good relationship with staff and with the public.</p> <p>Work well in a team environment, as well as without close supervision.</p> <p>Be punctual and able to maintain non-attendance to a minimum.</p> <p>Be of good behaviour, appearance and manner.</p> <p>Ability to communicate effectively both orally and in writing and possess good mathematical, problem solving and analytical skills.</p> <p>Able to take sound decisions, have sound judgement and follow defined work procedures and instructions.</p> <p>Willingness to respond positively to change.</p> <p>Be prepared to travel at short notice to other parts of the world.</p>	Willingness to take on responsibility.
Other requirements	Attend such training courses as may be required.	