

## Gibraltar Maritime Administration

### JOB SPECIFICATION

<b>POST TITLE:</b>	Marine Surveyor (Nautical)
<b>DIVISION:</b>	Survey
<b>RESPONSIBLE TO:</b>	Maritime Administrator
<b>AIM OF JOB:</b>	Safety of Life at Sea and the Protection of the Maritime Environment

### The main functions of the post are:

#### TECHNICAL

##### Marine Surveyor

- Act as Assigned Surveyor for allocated vessels and management companies.
- Be conversant with the Conventions and regulations governing the maritime industry.
- Assist the Maritime Administrator in ensuring Gibraltar registered vessels are fully compliant with agreed conventions, and their certification is in order.
- Carry out Port State Control inspections.
- Carry out accident investigations as instructed.
- Carry out and be conversant with the requirements governing all statutory ship surveys.
- Be conversant with the requirements governing the International Safety Management Code (ISM), carry out audits to ships and company offices and review and approve the Safety Management Manuals for the companies for which the post-holder is responsible.
- Be conversant with the requirements governing the International Ship and Port Facility Security Code (ISPS), carry out shipboard verifications and review and approve Ship Security Assessments and Ship Security Plans for the companies for which the post-holder is responsible.
- Carry out periodical inspections to locally operated craft.
- Deal with enquiries and emergencies from overseas and local authorities and ship operators.
- Conduct examinations for the issuance of local Certificates of Competency, as appropriate.
- Travel worldwide, often at short notice, to carry out these duties.
- Any other tasks, appropriate to the post, as directed by the Maritime Administrator.

#### ADMINISTRATION

- Substitute for the Senior Marine Surveyor on occasion.
- Form part of an emergency roster (On Call) when required.
- Assist with the training of new Surveyors employed by the Department.
- Travel worldwide, often at short notice, to carry out these duties.
- Handle digital record keeping for your ships and companies as required.

### **DEALING WITH THE PUBLIC**

- When on call, hold the 24/7 mobile telephone and as such deal with enquiries and emergencies from overseas and local authorities and ship operators.
- Respond to the technical request from the Public

**GIBRALTAR MARITIME ADMINISTRATION**

**MARINE SURVEYOR (NAUTICAL) - PERSON SPECIFICATION**

	<b><u>ESSENTIAL</u></b>	<b><u>DESIRABLE</u></b>
<b><u>Qualification</u></b>	<p>A valid Master (Restricted or Unlimited) STCW Reg II/2 Certificate of Competency,</p> <p>or</p> <p>A degree or equivalent from a tertiary institution within a relevant field of engineering or science recognized by Gibraltar.</p>	<p>Post-graduate qualification in a relevant maritime discipline.</p> <p>Holder of a valid ISM Lead Auditor qualification</p>
<b><u>Experience</u></b>	<p>At least 3 years post-certificate/qualification sea service or shore based experience.</p> <p><b>PLUS</b></p> <p>Sound analytical skill and be accustomed to analysing and interpreting International maritime Conventions.</p>	<p>Experience working in as a Flag State Surveyor in a Maritime Administration or Classification Society recognised by Gibraltar (ABS, BV, DNVGL, RINA, ClassNK, LR)</p>
<b><u>Knowledge</u></b>	<p>Knowledge of international maritime Conventions and the ability to make informed comments on draft Conventions and legislation</p>	
<b><u>Personal Effectiveness</u></b>	<p>Able to work effectively as a team member and help build relationships within it. Actively helps and supports others to achieve team goals.</p>	<p>The ability to motivate staff and empower them with the correct level of delegation.</p>
<b><u>Key Skills and Behaviours</u></b>	<p>Ability to work under pressure.</p> <p>Fluent in written and spoken English.</p> <p>Effective communication skills, including tact and diplomacy.</p> <p>A sense of personal responsibility, integrity, resilience and possesses good common sense.</p>	<p>Fluent in a second language.</p> <p>Good IT skills,</p>
<b><u>Other Requirements</u></b>	<p>Willingness to work weekends and public holidays, as and when the need arises.</p>	