



Job Description

Job Title: Marine Operations Manager

Responsible to: Lighterage Director

Based at: Rainham

Hours per week: 50

Updated: April 2021

OUR VISION: *To be recognised as the UK's leading partner of choice to construction for heavy side materials and services*

OUR CORE VALUES:

CARING. People are at the heart of everything we do. We all look out for one another, and in doing so help to create a happy, rewarding, safe and healthy workplace. Everyone is included, respected and valued.

INSPIRING. Together we contribute to something exceptional, building strong working relationships to achieve common goals. We inspire and challenge each other to go beyond, showing leadership, responsibility and trust.

DEVELOPING. We nurture the strengths of every person, so they can do their best. We create opportunities for learning and development, supporting everyone to achieve their goals and realise their ambition.

CAN-DO. We work with positivity, passion and flair, seeing obstacles as challenges to overcome. We're agile enough to adapt when things change yet determined enough to go beyond to make things happen.

EXCELLING. We're continually improving to ensure we're number one in our chosen markets, in customer service and in people development. Each person contributes to, and share in, our undisputed success.

JOB PURPOSE

As the Marine Operations Manager you will have the full responsibility for the day-to-day Operations of the Marine Business. This will include the planning and logistical needs of the marine business, Client liaison, Health, Safety and Welfare, and the Engineering function. In addition, you will be expected to work closely and support the Designated Persons role, and further assist the business development within the Marine business.



MAIN DUTIES AND RESPONSIBILITIES

This is an important role within Walsh, with primary responsibility to:

- Complying with and providing assistance to the business with maintaining ISM/SMS systems and accreditations
- Responsible for the efficient and safe operations and maintenance of vessels
- Carrying out safe operations to assisted ships in a responsible and timely manner
- Taking full responsibility for ensuring health & safety is being adhered to and followed on board at all times
- Ensuring administration of all ship management activities on the vessel are correct and up to date, including reporting, and record keeping
- Liaising closely with Marine Managers, Pilots, and stakeholders to ensure the smooth planning and communication of all tug and towage operations
- Responsible for the safe operation of the vessel
- To ensure familiarity with the SMS and the regulations applicable
- Carry out good ship management duties
- Ensure the vessel is operated to the highest possible standards
- Inform the company of any defects in the vessels safety equipment and maintain the vessel in compliance with all relevant legislation.
- Responsible for all compliance with the on board Safety Management Systems. In particular ensuring the vessels safety equipment is adhered to and operating procedures are followed.
- Coordinating with Management to improve overall safety, environmental and quality performance through reports and proposals.
- You will manage the safety on board and ensure that the crew are trained to a high level in the provision of safety.
- Control work activities of the deck crew and direct mooring operations of barges according to policies and procedure, international laws and requirements.
- Ensure the cleanliness and maintenance of on-deck workspaces
- Carry out assigned duties during an emergency situation as detailed in the Emergency response Procedures.
- To complete all paperwork within remit of role

- Ensure all vessel rigging and lifting equipment are certified for use and are in a suitable condition, properly stored and maintained
- Perform Tool Box Talks (TBT) as required by the nature of the job to own crew
- Assign work tasks to deck crew
- Maintain safe working practices
- Any other duties as advised by the Master or Management

This job description is not exhaustive and may be adjusted periodically after review and consultation. You will also be expected to carry out any reasonable duties, which may be requested from time-to-time.



KNOWLEDGE, TRAINING, QUALIFICATIONS AND EXPERIENCE REQUIRED TO DO THE JOB

- BML Tier 1 Level 2
- Wallingford (preferred but training will be provided to the right individual).
- ML5 ENG 1
- LKE Margaretness to Putney (Towing and Pushing, General Cargo Endorsements or equivalent)
- Persuasive with experience of high level contact with customers and key influencers
- Accustomed to building relationships with client representatives at various levels
- Self-motivated, able to work largely under your own initiative
- GCSE Mathematics and English
- Valid VHF Radio Licence
- A Stability Qualification
- A minimum of 5-10 years' experience in marine logistics
- Be familiar with relevant legislation i.e. Health and Safety, MSN 1876 Hours of work etc...
- Be familiar with both local and national regulations i.e. PLA and MCA.
- Ability to use I.T.

PERSONAL RESPONSIBILITIES

HEALTH & SAFETY

- It is the responsibility of the postholder to take reasonable care not to endanger themselves or anybody else by any act or omission as stated by the Health and Safety at Work Act 1974.

FIRE PROCEDURE

- The postholder must adhere to the Companies Fire Policy.

SMOKING PREVENTION

- The postholder must adhere to the Companies Smoking Policy, which states that no smoking is permitted on site.

ALCOHOL AND ILLEGAL SUBSTANCE USE

- The Companies does not permit employees to consume alcohol or to carry or take illegal substances whilst on duty.
- Any employee found to be in possession and/or unfit to carry out their duties as a result of being under the influence of alcohol and/or drugs, whether taken outside working hours or not, will be subject to disciplinary action in accordance with Companies policy.

CONFIDENTIALITY

- The postholder must at all times maintain confidentiality of the material and information that they handle.
- Any matters of a confidential nature, or in particular, information relating to commercial practices, under no circumstances be divulged or passed onto any unauthorised person or persons.
- Any breach of this can lead to disciplinary action.

DATA PROTECTION

- The **General Data Protection Regulation (GDPR)** Act 2018 regulates the use of personal data. You are required to ensure that any personal information obtained, processed or held (on a computer or otherwise), is done so in a fair and lawful way and that the data held and processed is only for the specified registered purposes.
- It should be noted that the breach of confidentiality is a disciplinary offence and may result in disciplinary proceedings being taken.

BUSINESS CONDUCT AND DECLARATIONS OF INTERESTS

- In the interest of probity, openness and good business conduct, you are required to comply with any policy in force in respect of standards of business conduct. This will include requirements to: -
 - Declare certain financial interests which may conflict with, or impact upon, your employment with the Companies
 - All applicants are required to declare any involvement either directly or indirectly, with any firm, company or organisation, which has a contract with the Companies.
 - Comply with any provisions restricting, controlling or requiring the declaration of hospitality or gifts.
 - Comply with all statutory legal legislation and the Companies Standing Financial Instructions, Standing Orders and Schemes of Delegation.
- Failure to withhold such information may lead to disciplinary action or dismissal.

STANDARDS

- The Companies aims to maintain the goodwill and confidence of its own staff and of the general public.
- To assist in achieving this objective it is essential that, at all times, employees carry out their duties in a courteous, sympathetic manner.

EQUAL OPPORTUNITIES

- This Companies has an Equal Opportunities Policy.
- The aim is to ensure that no individual receives less favourable treatment on the grounds of disability, age, sex, sexual orientation, marital status, race, colour, creed, ethnic/national origin.
- Whilst the Companies recognises specific responsibilities fall upon Management, it is also the duty of all employees to accept personal responsibility for the practical application of the Policy.

WORKING TIME REGULATIONS

- The Working Time Regulations 1998 (as amended) require that you should not work more than an average of 48 hours each week, i.e. no more than 816 hours in a 17 week period.
- To work more than 48 hours you must have management sanction and/or to elect to opt out of the Working Time Regulations by providing written confirmation to the Companies.

POLICIES & PROCEDURES

- All employees are expected to comply with all the policies and procedures drawn up by the Companies.

TRAINING & DEVELOPMENT

- The successful post holder will be expected to be responsible for his/her continuing professional development and to take a proactive approach to maintaining personal and professional effectiveness in an evolving role.