

Carnival UK Job Description

Second Officer (Deck)

The contents of this job description must be used in association with the KSB for this role. The job description summarises the key responsibilities for the role (Technical, Business and People) and the KSB provides the detail for the Knowledge, Skills and Behaviours required to carry out the role competently. This job description gives an overview of the role and as such you will be required to undertake any other duties as requested. You may also need to refer to company regulations which will also form an additional part of your job description.

Reporting to: First Officer	Department: Deck
Leadership Responsibility: Supervision of Junior Officers & Cadets	Location: Fleet based across CUK vessels
Titles of Direct Reports: None	Budget Responsibility: Understand how costs and expenditure can be influenced within the department
Size of Department: 30-40	Revenue Responsibility: Takes commercial impact into account when making decisions

Standard Role Summary:

Undertake the safe navigation of the ship using radar, ECDIS and all other bridge equipment and available means. Monitor the ships position, speed, direction and stability, as well as the latest weather reports and make any necessary adjustments, report any deficiencies to the Deputy Captain.

Primary Responsibility of the Role:

Undertake the duties of a Bridge Watch-keeper as required by BRM (Bridge Resource Management). Supervise Junior Officers and Cadets on watch and support the First Officer with any training needs identified for the bridge team. Update the chart and publication folio onboard and assist the First Officer with passage planning and the upkeep of the Port Information file as required. Accurately complete and update the Deck Log and any records including ILO records and ballast logs. Monitor and update the Deck Officer Familiarisation Program and Deck Officer Instruction File. Monitor the COSHH records for items used in the department. Check the ships statutory certificates ensuring all are in date and highlight to the Deputy Captain any that are due for renewal. Disseminate new Statutory Instruments, MSN's, MGN's and MIN's as applicable to the department.

Monitor, interpret and apply meteorological information, such as wind speed and direction, swell height and period, tides, currents and weather forecasts, identifying and reporting issues early to ensure adjustments to the passage can be made accordingly.

Complete safety related maintenance tasks as directed and update records accordingly. Advise the First Officer of any bridge defects. Conduct monthly mooring line inspections, reporting deficiencies to the Deputy Captain. Work with the Safety Officer as and when required."

Work collaboratively with the wider ship team and attend corporate sponsored social events as a member of the Deck Department.

Key Responsibilities & Duties:

Core Knowledge & Skills

Experience / Qualifications	Requirements

	Chief Mate (Unlimited) II/2 Good command of written and spoken English Passed Marlins English test of Proficiency (where applicable)
Certificates	Valid ENG1 medical certificate or equivalent for the duration of each voyage

HESS (Health, Environment, Safety and Security)

Knowledge/Skill	Summary of Responsibilities
Health and Safety	Lead by example by taking care of the health and safety of self and others Report all accidents, 'near miss' incidents and work related ill health conditions to Senior Officer and Safety department Follow safety rules and procedures Ensure all work equipment, personal protective equipment, substances, and safety devices are used correctly Take part in safety training & risk assessments and suggest ways of reducing risks. Actively promote safe working within teams and encourage safe behaviours Carry out risk assessments within designated area of responsibility Undertake safety 'walk rounds' within own area identifying areas of improvement as requested by the Safety Officer
Public Health	Demonstrate at all times excellent hand washing techniques and coughs and sneezes etiquette Follow the company instructions regarding immediate reporting of ill health symptoms (i.e.) diarrhoea, vomiting, fever, and any other symptoms as appropriate
Environment	Ensure the team are aware of their Environmental Responsibilities Implement the principles of the onboard Garbage Management Plan and Ship Energy Efficiency Management Plan for area Complete all environmental records accurately
Emergency Duties	Understand the emergency duties of self and those within own area Direct and instruct others in the use of life saving & fire fighting appliances in an emergency situation Direct a team in carrying out their emergency duties Co-ordinate emergency response with others across the ship, responding to orders and feeding back reports Lead & coordinate actions to be taken in a range of shipboard incidences as defined in the company's emergency procedures Co-ordinate the movement and management of a large group of crew / passengers over a specified area, such as a muster station, through the correct deployment and briefing of staff Make decisions and adapt plans as situations develop, providing feedback to the senior responsible officer Manage and react to the behaviours and needs of crew / passengers to maintain safety Operate the safety management control system (SMCS), undertake checks of the immediate and surrounding area and report to the Deputy Captain Undertake mustering of own department and ensure all personnel are accounted for Ensure supervisors receive adequate training to undertake their duties and make sound decisions As holder of PSC & RB may be in charge or 2nd in charge of a survival craft and therefore responsible for the safety and well being of persons inside Maintain order of the survival craft during abandonment of the vessel, ensure survival procedures are followed at all times and that all members of the survival craft crew are fully trained and understand their responsibilities Undertake other emergency duties / routines within the ERP as directed Undertake any other emergency duties required that are specific to vessel Follow all emergency procedures as directed
Safeguarding	Aware of CUK safeguarding children policies and procedures Report any concerns of a safeguarding nature to the Designated Safeguarding Person (DSP)
Security	Apply the correct security measures for own department / area Lead and direct the team in applying security measures and actively promote understanding of security issues Encourage security awareness within the team

Technical

Knowledge/Skill	Summary of Responsibilities
Watchkeeping (Officer)	Ensure the safe navigation, manoeuvring and handling of the ship in open waters Monitor ship stability and make any necessary adjustments, reporting any deficiencies to the Deputy Captain
Navigation	Take 'Charge' of vessel in open navigation conditions. Manage the navigational watch as senior watch-keeper. Evaluate & cross check a range of navigational data and interrelationships between data Manage the maintenance and update of vessel's ECDIS. Respond to and lead navigational emergencies Operate the ship manoeuvring systems in all situations and conditions
Deck Maintenance	Manage deck maintenance tasks, assign work & monitor correct working procedures are being followed Conduct risk assessments and instruct more junior Deck Crew in their application
Environmental Management and Compliance	Complete, collate, submit and file all logs completely and accurately Maintain databases and carry out incident reporting Complete and update environmental cruise plan in liaison with Chief Engineer and Environmental Officer Advise Officers of efficient and effective options for waste management during the cruise Observe, monitor and feedback on environmental compliance across all ship areas Train others in the use of environmental policies and procedures as they apply to the deck department
Seamanship	Apply detailed knowledge of the vessel's lifesaving and fire fighting equipment to ensure safe operations Safely operate the vessel's mooring and anchoring equipment, taking into account capacities, safe working loads and breaking strengths Use knowledge of operation of all deck equipment to ensure their safe use and proper maintenance (including; davits, lifeboats, winches, tenders etc) Safely launch, or direct the launch, and assume charge of lifeboats and tenders in all sea conditions
Maintenance Management Systems	Manage planned maintenance via computer-based systems and record maintenance completed on the system Undertake planned maintenance carefully and diligently as directed and report completion with any defects identified, keeping manager informed of progress

Business

Knowledge/Skill	Summary of Responsibilities
IT Skills	Competent in the use of most MS Office Software
Audit & Compliance	Complete full and accurate records to ensure compliance for both internal and external audits
Customer Service	Adapt quickly and remain calm when passenger requirements or demands change, or escalate the requirement to ensure a quick resolution is achieved Identify opportunities to do extra for passengers, independently, or in collaboration with colleagues Make and suggest adjustments to the service in response to passenger feedback and understanding of the passenger profile for the cruise

People / Management

Knowledge/Skill	Summary of Responsibilities
Advising & Influencing	Present specialist information to non-specialists in a manner in which it can be understood Influence others where appropriate to help make the most effective business decisions
Dealing with Challenging People	Rapidly assess situations and make appropriate decisions on when and how to resolve it Confidently and professionally diffuse emotionally charged situations
Quality Assurance	Observe, review and assess the aspects of the quality of service being provided by the team Inform manager when any element of the service or work being carried out is not up to standard
Planning & Prioritisation	Plan own work schedules Discuss with manager the priorities for the team to ensure most efficient delivery and in line with the ship's priorities

Resource Management & Delegation	Delegate tasks with clear instructions, expectations and necessary responsibility Support junior staff members in meeting training objectives and workload
Providing Performance Feedback	Provide manager with information about the performance of people in their team to feed into appraisals
Coaching & Mentoring	Use questions to help colleagues to solve their own problems when appropriate Assist in supporting the Deck Cadets providing guidance and support in completion of their training

CUK Behaviours (Refer to the skills profile for detailed CUK Behaviours)

Officer / Supervisor Style	Thinks about their style and approach and how this impacts the team Works as part of the team to achieve agreed goals Supports and encourages others, helping to build a positive and open culture
Thinking Ahead / Making Change Happen	Thinks ahead when working with a team and helps others to change Identifies problems and actively works to generate solutions
Working with Others	Supports the team to work collaboratively, encouraging others to achieve objectives Actively works to improve own knowledge and experience and is approachable to others Respects colleagues and passengers and gives constructive and helpful feedback
Communicating Effectively	Communicates well with others, ensuring clear and understood instructions Proactive and positive in their communications with the team and others
Customer Centred	Understands how their role can impact the passenger experience and works with the wider Ship team to provide a customer focused service Deals with feedback positively and strives to deliver a consistently high service
Acting Safely	Takes responsibility for health and safety of self and others and always considers safety in their everyday tasks and activities

Person Specification

	Works effectively as part of a team to deliver an efficient service
	Works collaboratively with others to build a positive working environment
	Identifies opportunities for improvements in ways of working
	Organised, structured and focused on the detail in their approach to work
	Calm under pressure, taking a logical approach to problem solving and involving and communicating to relevant stakeholders throughout
	Comfortable talking to a wide range of people including passengers
	Adaptable and flexible in the face of change or unanticipated events
	Communicates clearly and effectively, keeping others informed of progress and highlighting any issues
	Enthusiastic about learning from their own and others' experiences
	Loyal to the Carnival UK brand and compliant with company policies and procedures

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