

JOB DESCRIPTION	Main Responsibilities	Description	Relevan. ***	PM Form
		Identifies and reports potential ways to simplify ineffective or inefficient HR processes, proposing valid alternatives and assists the Ship during HR-related inspections (i.e. Port State Control, HESS...) according to Company procedures and Maritime Labor Convention	3	✓
		Runs the onboard HR desk and participate in recruiting, internal mobility and talent discovery processes in order to identify people and groups who make significant contributions consistent with company values	3	✓
		Assists the Captain in conducting random checks on compliance (i.e. work/break hours, ...) and to make decisions regarding disciplinary disembarkations, in order to suggest actions in accordance with the shore side offices, Company rules and MLC procedures	3	✓
		Assists with investigations and written reports on disciplinary cases, ethical misconduct and onboard Crew complaints, guaranteeing the correct handling and fairness of the disciplinary process in order to assist the management with exploring the reasons for sub-standard performance and identifying intervention actions	3	✓
		Helps onboard management to understand the reasons behind and the content of Company decisions that impact personnel, in order to facilitate their implementation	3	✓
		Coordinates the Welfare Committee, in order to ensure varied and high-quality recreational activities and initiatives to improve onboard life, promoting diversity and cultural integration activities	3	✓
		Oversees the quality of learning and development activities (excluding HESS training) to ensure continual improvement of engagement activities run by the Learning Officer	3	
		Welcomes and helps to involve boarding personnel, introducing the HR Director role and the main onboard rules in order to facilitate a smooth onboard integration	3	
		Assists Evaluators and Evaluatees in managing the evaluation process, in order to improve reliability and consistency, explaining to the Crew how to be promoted or change departments, striving for equal opportunities and equal treatment	2	✓
		Facilitates the resolution of significant conflict between Crew Members in order to create and maintain a better living and working environment	2	✓
		Supports the Office Management in planning and improving HR processes and managing special projects assigned	2	
		Assists office colleagues in focus activities or projects and assists officers and onboard management handling matters involving personnel, in compliance with Company procedures	2	
		Supervises the Chief Crew Housekeeping in assigning Crew, Staff and Officers cabins in order to guarantee fair assignments according to Company rules	2	
		Ensures that the Crew is informed on Company guidelines by using different tools (i.e. organization of meetings, cascading processes, use of the crew TV channel...)	2	
		Facilitate a work environment that supports a successful safety culture. Is responsible for ensuring that his/her team implements and maintains an effective Hess management system. Enforce and promote Safety procedures in the team/Department under responsibility	3	

*** Relevance: 1 Marginal; 2 Secondary; 3 Primary