



**Person Profile & Job Description
Environmental Adviser**

February 2023

Vision

A global marine industry that causes no harm to people or the environment.

Mission

To lead the global marine industry in the promotion of safe and environmentally responsible transportation of crude oil, oil products, petrochemicals and gas, and to drive the same values in the management of related offshore marine operations. We do this by developing best practices in the design, construction and safe operation of tankers, barges and offshore vessels and their interfaces with terminals and considering human factors in everything we do.

Values

Respect – *Treat everyone with respect and dignity, everyone brings value even if their ideas are different, work for the greater good of the industry.*

Engage – *Be inclusive, participate fully, breakdown silos. We are one team.*

Efficient – *Improve processes, increase agility, prioritise effectively.*

Deliver – *Align with the strategy, perform against KRAs and KPIs.*

Reports to: Environmental Adviser

Department: Publications & Advocacy

1. Job Purpose

This is a new and challenging role within the OCIMF Secretariat assigned to strengthen OCIMF's advocacy and external collaboration activities related to the environment and energy transition. The Environmental Adviser will be a subject matter expert who will represent OCIMF as an industry thought leader championing safety in the climate agenda, while supporting the Environment Functional Committee to deliver on their multi-year strategic plan. This role will enhance OCIMF's technical capability representing OCIMF across the Industry on technical aspects within the Environmental space.

The role provides OCIMF with inhouse expertise and knowledge on the environmental agenda, with specific relevance to our member's needs.

The successful candidate will support the OCIMF strategic objectives, Mission, and Vision by:

- engaging with industry organisations on environmental issues
- preparing submissions for advocacy at the IMO/EU/US



- developing best practice guidance or influencing conversations through advocacy across governments, academia, think-tanks, and industry stakeholders

The successful candidate should demonstrate prior understanding and knowledge of existing and future potential environmental issues impacting the maritime industry especially with regards to tankers, inland barging, terminals and offshore.

Note: the role is UK based, preferably non-expat; OCIMF cannot sponsor for Work visa applications.

Embedding OCIMF values by treating everyone with respect, engaging and working collaboratively with others and removing silos. Driving OCIMF's strategy by delivering value added and efficient work solutions including identification of continual improvement opportunities.

2. Job Description

2.1 Key working relationships

Internal: Publications & Advocacy (P&A) Director, Engineering Adviser, Risk & Regulatory Affairs Adviser, Secretariat staff and contractors.

External: OCIMF members, Chairs, Vice- Chairs and members of Committees, Leads and Co-Leads of Expert Groups and Champions and Co-Champions of Community of Practice, International Maritime Organization (IMO), environmental network Groups, EU EEA, Governments/government bodies, European Commission, national and international industry associations and Non-Governmental Organisations (NGO's), International Oil Pollution Compensation (IOPC) Funds.

Range of responsibilities:

Environmental management, sustainability, energy, climate change risk solutions, and fuel types, liquid and dry bulk terminals, LNG facilities and jetties.

Breadth of the role

Shipping, maritime, offshore, terminals inland barging and ports, cargo handling, port estate management.

2.2 Main duties

Environmental Expertise

- In the maritime field, understand the environmental issues facing member organisations, supporting OCIMF members with the 'energy transition and decarbonisation with safety' agenda.
- Be the conscience of the OCIMF members when considering the environmental issues facing global maritime, offshore and gas organisations.
- Diagnose what is missing from OCIMF strategies for supporting members with environmental matters and develop strategies which will support the OCIMF environmental agenda and represent OCIMF in a professional capacity in global arenas where appropriate.



- Provide expertise on the management of environmental impact, including the collection and interpretation of data, carbon footprints and risks associated.
- Understanding the short-, medium- and long-term legal framework on environment matters to support members to bring to life their cost neutral activities.
- Developing policy and publications which support industry and the sector to better understand responsibilities for change.
- Bring a commercial lens to managing environmental issues, including producing and interpreting data on environmental impact, carbon footprints and Industry risks to support the research in the field and guiding principles.
- Reviewing and implementing the OCIMF corporate social responsibility / green agenda and ensuring this is fit for purpose in the current climate.
- Prepare and deliver Environmental and Social Impact Assessments (EISA), Sustainability Appraisals, Strategic Environmental Assessments, and the evidence required to accompany applications for discrete development through to entire projects.

Networking and Collaboration

- Network effectively to ensure environmental issues are at the forefront of OCIMF priorities for members and collaborate with key industry stakeholders.
- Work collaboratively with the technical advisers in OCIMF and with member organisations to ensure environmental matters are understood.
- Work in unison with the Engineering Adviser on the environmental aspects of the role to support and develop the OCIMF vision and strategy.
- Work with the Risk & Regulatory Affairs Adviser to ensure the IMO discussions concerning the environment are known and communicated effectively to the advisers in their relevant fields.
- Be a presence in and gather information in the EU and other global regions environmental agencies to maintain a broad perspective on the key environmental issues and developments.
- Effectively engage in relevant environmental networks in the necessary forums to gather knowledge to inform range of responses and decision-making abilities of OCIMF and the members. Track and monitor trends and developments in the environmental space.

Secretariat

- In the short to medium term, work with the Environmental Expert Group to deliver key goals and provide technical expertise and subject matter content with a view to influence members. Longer term, develop an insight into responsibilities of the Secretary to the Group with a view to taking responsibility for this area of work.
- Communications to the member groups through publications and IMO updates, legal matters, committee meetings, etc. Tool kits and improving understanding of the sustainability agenda.

International Marine Organisation (IMO)

- Collaborate with the Risk and Regulatory Affairs role to bring forward matters for attention and receive updates to maintain an awareness of current and proposed legislation and IMO documentation for the environmental field; assess their potential impact and make representations where appropriate.
- Attend IMO meetings as necessary and relevant to the remit of the role.



- When required, and as determined in conjunction with the P&A Director, represent OCIMF at committee meetings, including advocating to promote and advance OCIMF position. Prepare reports on proceedings for OCIMF members.
- Co-ordinate, plan and produce, or assist with the production of, OCIMF submissions to the IMO.
- Actively participate when required in Working Groups and Correspondence Groups that may form at the IMO that could impact OCIMF membership.

Government and industry relations

- Liaise with the P&A Director to represent OCIMF as discipline spokesperson at industry, governmental and inter-governmental meetings, conferences and seminars and prepare reports on proceedings for OCIMF members.
- Leverage the technical experience of the OCIMF membership to develop a membership opinion/view on various industry events and topics.

Goals

- Work with the P&A Director/team to create operational goals for the team and support the reporting of progress against these.
- Advise the P&A Director of resourcing concerns to ensure all duties under the responsibility of the Environmental Adviser are completed efficiently and effectively.

Data, information, and systems management

- In the performance of your role, you are responsible for ensuring the confidentiality, integrity, and availability of data gathered, stored, created, or transferred using OCIMF systems. In the event of a security incident response plans are to be followed. In accordance with the OCIMF policies and procedures for physical and cyber security and data privacy you will access data authorized for your role and responsibilities using only approved systems and methods.

Special working conditions (e.g. hours, travel, events)

The details below are not exhaustive and if necessary other reasonable special working conditions may apply.

- Ability to attend face to face or virtual OCIMF and industry engagement meetings which may extend into the evenings/out of office hours.
- International liaison and travel required.

General requirements of the post-holder

- Model OCIMF values in all work activity and business interfaces.
- Complete other tasks and duties consistent with the level of the post as and when required.
- Comply with OCIMF document retention and associated destruction procedures.
- Consider and take responsibility for the health and safety of self and others and adhere to OCIMF health and safety guidance at all times.
- Ensure appropriate confidentiality of information at all times.
- Commit to and promote OCIMF charter relating to equality of opportunity.
- Comply with OCIMF rules and policies which are set out in the Staff Handbook, as amended from time to time.



3. Special working conditions (e.g., hours, travel, events)

The details below are not exhaustive and if necessary other reasonable special working conditions may apply.

- Ability to do occasional international travel as dictated by the role and required by the P&A Director.
- Ability to attend face-to-face or virtual OCIMF and industry engagement meetings which may extend into the evenings.
- Ability to attend virtual meetings which may extend into the evenings.
- Able to adjust working schedule to meet planned out of hours events.
- Able to be on call outside normal working hours, weekends, and bank holidays, subject to written agreement with the P&A Director.
- London office based.

4. General requirements of the post-holder

- Model OCIMF Values in all work activity and business interfaces.
- Complete other tasks and duties consistent with the level of the post, as and when required within contracted hours of work.
- Comply with OCIMF document retention and destruction procedures.
- Consider and take responsibility for the health and safety of self and others and always adhere to OCIMF health and safety guidance.
- Always ensure appropriate confidentiality of information.
- Commit to and promote OCIMF charter relating to equality of opportunity.
- Comply with OCIMF rules and policies which are set out in the Staff Handbook, as amended from time to time.

5. Person Profile

All criteria are essential unless stated otherwise (D = desirable)

Knowledge and Skills

- Ability to comprehend complex technical information and to effectively summarise this into minutes, reports, briefings, and presentations for a range of audiences.
- Advanced technical specialist knowledge in the environmental field
- Technical understanding of environmental sciences
- Ability to gather facts and figures and articulate the key messages and support the Leadership Team on decision making and possible solutions.
- Ability to use a project management approach to effectively organise meetings.
- Ability to listen and work effectively with people of different cultures and at all levels of seniority.
- Excellent spoken, written and presentation skills in the English language.
- Influencer of others.
- Ability to effectively lead and participate in discussions fully within a team of technical advisers.



Experience & Qualifications

- Proven leadership skills, having been in a position of relevant responsibility for at least 5 years. (D)
- Previous experience as technical and subject matter expert for environmental issues.
- Qualifications – PhD or post-graduate qualification in Environmental Science or a relevant discipline.
- Previous experience with policymaking on Environmental issues such as new fuels, GHG reduction solutions, carbon assessment, decarbonisation and energy transition.
- Commercial background and understanding, cost, data, social impacts.
- Strong technical application and/or research background and associated skills.
- Global environmental legislation and regulation, policy development.

Personal Qualities

- Sharing and learning attitude to build synergy and cooperation across membership.
- Personal commitment to upholding OCIMF's Values during every-day work.
- Personable and articulate and able to converse confidently with people at all levels and of different nationalities.
- Confident, personable, and articulate; assertive when required.
- Excellent personal organisational skills.
- Pays attention to detail and accuracy.
- Committed and flexible 'can do' attitude to work.
- An effective leader and team player.
- Problem solver.
- Reliable, trustworthy, and discreet.
- Approachable and inquisitive of others' views.
- Excellent problem-solving skills, including the ability to work independently to identify and implement appropriate solutions.
- Effective presentation skills together with the ability to speak publicly to large and diverse groups of delegates and to successfully facilitate and moderate such meetings.
- Able to work collaboratively within a team.
- Dedicated to providing excellent customer service and able to share knowledge and solutions in user-friendly language when required.
- Considers the image of OCIMF in all work activities.

6. System Access Profiling

System access requirements	Approved / Completed
PeopleHR	
SharePoint – P&A Team	
Teams	
Website	