



Person Profile & Job Description Barge Adviser

June 2020

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: Publications & Advocacy Director

Department: Publications & Advocacy

1. Job Purpose

Provide barge expertise and advice in order to maximise the contribution and influence of OCIMF members through delivering on the OCIMF Vision, Mission and Strategic Priorities. Plan, manage, host and act as secretary to OCIMF Committees as required and in accordance with the Terms of Reference¹, and Regional Marine Forums, including speaking, presenting, moderating and facilitating at meetings and conferences. Participate in Community of Practice.

To act as the OCIMF Subject Matter Expert (SME) for barge activities on a global basis. These barge activities can be either Inland or Coastal (Brown Water or Blue Water).

¹ See Addendum and working structure attached.

2. Person Profile

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

Knowledge & Skills

- Advanced technical specialist knowledge of inland and coastal barging operations with awareness of the encompassing diversity of the global barging industry sector.
- Awareness of relevant international and regional legislations affecting inland and coastal barging.
- Excellent spoken, written and presentation skills in the English language.
- Ability to comprehend complex technical information and to effectively summarise this into minutes, reports, briefings and presentations for a range of audiences.
- 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.
- Ability to use a project management approach to effectively organise meetings.
- Excellent personal organisational skills.
- Computer literate and familiarity with the typical range of software packages and the ability to learn new systems.
- Proven leadership skills, including the ability to effectively lead and participate fully within a result focussed team.
- Excellent problem-solving skills, including the ability to work independently to identify and implement appropriate solutions.
- Ability to work effectively with people of different cultures and at all levels of seniority.

Experience & Qualifications

- Working experience with inland and coastal barging operations including terminal interface and fleeting operations.
- *Working experience with global marine assurance of inland and coastal barging operations including familiarity with SIRE², EBIS³ and TMSA⁴ programmes. (D)*
- *Working experience within an OCIMF member company in a fleet operations or marine assurance capacity. (D)*
- Experience of public speaking and facilitating and moderating meetings.
- Working experience of writing minutes, reports and briefings, and creating presentations.
- Experience of working with computer applications.
- *Working knowledge of ISGOTT⁵ and ISGINTT⁶(D)*
- *Experience of leading a successful team (D)*

² Ship Inspection Report Programme

³ European Barge Inspection Scheme

⁴ Tanker Management and Self-Assessment

⁵ International Safety Guide for Oil Tankers and Terminals

⁶ International Safety Guide for Inland Tank-barges and Terminals

Personal Qualities

- Personal commitment to upholding OCIMF's Values during every-day work.
- Confident, personable and articulate; assertive when required.
- Well-organised.
- Pays attention to detail and accuracy.
- Committed and flexible 'can do' attitude to work.
- Team leader and player.
- Problem solver.
- Reliable, trustworthy, and discreet.

Circumstances

- Able to undertake global travel without restriction and attend meetings and events outside of normal working hours when required.

3. Job Description

3.1. Key working relationships

Internal: Publications & Advocacy (P&A) Director, P&A Department members, Leadership Team, Secretariat employees, secondees and contractors. Chairs, Vice- Chairs and members of Committees, Leads and Co-Leads of Expert Groups and Champions and Co-Champions of Community of Practice.

External: OCIMF members, International Maritime Organization (IMO), other marine/marine terminals and marine oil/gas/chemical organisations, European Commission, governments and government bodies, national and international industry associations and NGOs.

Note: International liaison frequently required.

3.2. Main duties and results areas

Barge technical expertise

- Coordinate and align OCIMF Barge activities promoting continual improvement in relation to safety and pollution prevention activities.
- Work with International, National and Local legislative bodies in respect of Barge activities.
- Work with local barge NGO's in the promotion of barge safety and pollution prevention. (e.g. EBU⁷, AWO⁸, CCNR⁹)
- Manage and run the barge expert group and associated communities of practice

⁷ European Barge Union

⁸ American Waterways Operators

⁹ Central Commission for Navigation on the Rhine

- In consultation with the expert group, propose changes to the ship inspection schemes as they relate to barges and inland shipping including the regional BIQ¹⁰ and BPQ.
- Assist in the coordination and development of publications.
- In conjunction with the Training and Accreditation Manager, develop and deliver standardised training material for regional barge Inspector courses.
- Develop Barge activities related KPI's to monitor progress and pivot.

OCIMF Regional Marine Forums, Committees, Expert Groups and Community of Practice

- Plan, manage, host, and lead OCIMF Regional Marine Forums, including presenting, moderating and facilitating meetings.
- Act as Secretary to OCIMF Committees and Expert Groups¹¹, including undertaking research, managing and coordinating arrangements, assisting the Chairs/Vice-Chairs with meeting preparation, producing agendas, minutes, and providing continuity with other OCIMF activities. When required act as liaison with other groups ensuring necessary support is provided to Chairs/Vice-Chairs to assist them achieve the Committee's objectives.
- Manage and coordinate arrangements for Community of Practice, and assist the Champions/Co-Champions with meeting preparation including producing agendas, minutes and providing continuity with other activities.
- Assist in the formation of ad hoc OCIMF technical working groups and manage the establishment of groups, acting as liaison with the parent committee and ensuring that necessary support is provided to chairmen to assist chair in achieving the group's objectives.
- Provide barge support to the OCIMF organisation.

For OCIMF barge activities and allocated Committees, Working Groups and Forums ensure that:

- All information on OCIMF websites is maintained up to date.
- SharePoint site is structured and maintained in accordance with OCIMF prescribed format and content and kept up to date.
- Any information or correspondence which needs to be retained for future reference is retained in accordance with OCIMF records retention policy.

Data, information and knowledge management

For OCIMF barge activities:

- Enter planning data and actual progress for publications within the BrightWork project management tool.
- Develop a dedicated page on the OCIMF website.
- Develop OCIMF Barge SharePoint acting as intranet.

Any other reasonable duties (see below 5. General requirements)

¹⁰ Barge Inspection Questionnaire

¹¹See Addendum and working structure attached.

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

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

- London office based.

5. General requirements of the post-holder

- Complete other tasks and duties consistent with the level of the post as and when required.
- Comply with OCIMF document retention and 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.

Addendum to Job Descriptions

See below the high-level responsibilities of individual Secretariat job roles in relation to the work of Secretary to Principal Committees, Functional Committees and Expert Groups, and assistance to Community of Practices, as set out in the Terms of Reference for Committees.

Principal and Functional Committees

Meetings twice in every calendar year at intervals of not more than six months and for up to two days at a time, + intersessional meetings when required, virtual or in person. The Secretary to the Committee is responsible to assist the Chair/Vice-Chairs with meeting preparation including producing agendas, minutes and providing continuity with other OCIMF activities.

Principal Committee	Secretary
Publications & Advocacy Committee – Tankers, Barges and Terminal Interfaces	Publications & Advocacy Director
Publications & Advocacy Committee – Offshore	Publications & Advocacy Director
Programmes Committee	Programmes Director
Functional Committee	Secretary
Legal Committee	General Counsel & Business Support Director
Maritime Security Committee	Security Adviser
Human Factors Committee	Nautical Adviser
Environment Committee	Engineering Adviser

Expert Groups

3 hour meetings every quarter, normally virtual, but meeting in person if deemed essential. The Secretary to the Expert Group will assist the Lead and Co-Leads with meeting preparation including producing agendas, minutes and providing continuity with other OCIMF activities.

Group	Secretary
Ship-to-Ship Expert Group	Nautical Adviser
Ship-to-shore interfaces Expert Group	Nautical Adviser
Nautical Expert Group	Nautical Adviser
Engineering Expert Group	Engineering Adviser
Barges Expert Group	Barge Adviser
Structures Expert Group	Engineering Adviser
Group	Secretary
Offshore Vessel Operations Expert Group (within 500m exclusion zone)	Offshore Adviser
Floating Systems Expert Group	Offshore Adviser
Inspection Processes Expert Group	Inspector Training & Accreditation Manager
Programmes Governance Expert Group	Quality Assurance Manager
Innovation and Technology (IT) Expert Group	Programmes Contract Manager

Community of Practice (CoP)

Virtual meetings, quarterly, at set times. The Secretary to the Expert Group will assist the Champion and Co-Champion with meeting preparation including producing agendas, minutes and providing continuity with other activities.

Note: this list is subject to change for, for example where cover is needed and in the event of a change of responsibilities.