



## Person Profile & Job Description Programmes Quality Assessor

### **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:** Quality Assurance Manager

**Department:** Programmes

### **1. Job Purpose**

Work with and assist the Quality Assurance Manager and Quality Assurance Officer in the day to day engagement and assessment of OCIMF programme participants, including Inspectors, Submitting Companies, and third party contactors. Promote the effective implementation of OCIMF policies and procedures on programmes. Participate in the verification of the quality and integrity of the programmes, as part of the continuous improvement process.

## 2. Person Profile

All criteria are essential unless indicated otherwise as **(D)** = desirable.

### Knowledge & Skills

- Advanced technical specialist knowledge in the maritime field.
- Understanding of tanker, barge and offshore chartering, operations, vetting and inspections and of the inter-relationships between charterers, Operators, OCIMF Accredited Inspectors and other Programme Participants.
- Awareness of current and future IMO Regulations, specifically MARPOL, SOLAS (and associated codes) STCW and OCIMF and industry publications.
- Good knowledge of Human Factors and its application in the marine industry. **(D)**
- Strong knowledge of the procedures and protocols to be followed within OCIMF Programmes. **(D)**
- Ability to make an objective performance assessment of Applicants to the programme and Accredited Inspectors and guide them towards a continuous personal development plan.
- Ability to foster effective working relationships at all levels and to positively influence OCIMF Programme Participants to comply with OCIMF requirements, as required.
- Excellent spoken, written and presentation skills in the English language.
- Ability to communicate clearly in a multicultural environment, including ability to give and receive constructive feedback.
- Fully computer literate and familiar with a range of software packages.
- Excellent problem-solving skills, including the ability to work independently to identify and implement appropriate solutions.
- Excellent organisational skills, including ability to set own priorities and work unsupervised.
- Proven successes when contributing to an effective team.

### Experience & Qualifications

- Engineering or Deck Officer experience onboard vessels engaged in transportation of crude oil, oil products, petrochemicals and gas, or offshore marine operations.
  - 3 years' experience as OCIMF Accredited Inspector for any Inspection Programme, including attendance of all required training for the third consecutive Accreditation period with a minimum score of 80% in associated examinations. **(D)**
- OR
- 1 years' experience as a Vetter or vessel screener as an employee of an OCIMF Programmes Submitting Company. **(D)**
  - 1 years' experience as an active ISO/ISM auditor. **(D)**
  - Documentary evidence of written and spoken English language proficiency required for all non-native speakers.
  - Working experience of writing reports, briefings and creating presentations.
  - Experience of working with Microsoft computer applications.
  - Experience of public speaking and, facilitating and moderating meetings. **(D)**

### **Personal Qualities**

- Personal commitment to OCIMF's Vision and Mission.
- Decisive, confident, personable and articulate; assertive when required.
- Well-organised.
- Pays attention to detail and accuracy.
- Committed and flexible 'can do' attitude to work.
- Contributor that works well in a team.
- Reliable, trustworthy and discreet.

### **Circumstances**

- Able to undertake global travel without restriction for periods of up to 14 days.
- Able to attend meetings and events outside of normal working hours when required.
- Free of any commercial or familial commercial association to any existing Programme Participant with full disclosure of employment history.

## **3. Job Description**

### **3.1 Key working relationships**

OCIMF: Quality Assurance Manager, Quality Assurance Officer, Programmes Director and all Programmes team members.

External: OCIMF Programme Participants such as Submitting Companies, Programme Recipients, SIRE/BIRE/OVID Inspectors, Third Party Contractors.

**Note:** International liaison frequently required.

### **3.2 Main duties and results areas**

- Carry out the initial assessment of Applicant Inspectors and document if their abilities to conduct vessel inspections meet the quality standards of an OCIMF Inspection Programme and record details and findings into the appropriate repository.
- Carry out periodic Quality Assessment of OCIMF Accredited Inspectors and document their abilities to conduct Inspections meet the quality standards of an OCIMF Inspection Programme and record details and findings into the appropriate repository.
- Mentor Inspectors and Applicants to continuously improve their ability to conduct Inspections that meet the quality standards of an OCIMF Inspection Programme and recommend additional training, as necessary.
- Support Training and Accreditation activities by participating in the development of course materials and by supporting the delivery of training to Applicants and Inspectors, as required.

- Visit Programme Participants as requested by the Quality Assurance Manager for discussions on the impact of a participant usage of the programmes, issues related to Inspectors, Inspection Report quality, and third party contractor management. The visit is to also include training and guidance on the use of OCIMF Programmes and associated tools, policies, procedures, and user guidance, as well as receiving feedback related to Inspection Programmes.
- Conduct a targeted review of Inspection Reports and provide feedback to the Submitting Company and Inspector on report accuracy and quality. Document the outcome of the evaluation.
- Conduct regular reviews of Programmes policies, procedures, and user guidance, including Inspection Questionnaires, and propose changes as necessary through appropriate channels.
- Promote OCIMF Inspection Programmes at regional industry events, as instructed.
- Undertake other duties as may be required by the Quality Assurance Manager.

Data, information and knowledge management

For all activities within the scope of this role ensure that:

- All reports and other documentation are completed and submitted in a timely manner.
- Any information or correspondence which needs to be retained for future reference is retained in accordance with OCIMF records retention policy.
- Maintain a record of all activities undertaken and provide relevant documentation when requested.

Any other reasonable duties (see below 6. General requirements)

#### **4. Time horizon for the outputs of the job**

- Contribute to planning of:
  - Quality Assessments up to one year in advance.
  - Mentoring activities up to six months in advance.
  - training activities up to one year in advance.
  - Programme Participant visits up to one year in advance.
  - Programmes policies, procedures and user guidance review up to six months in advance.

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

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

Frequent international travel at short notice.

**6. General requirements of the post-holder**

- Comply with OCIMF document retention and destruction procedures.
- Always consider and take responsibility for the health and safety of self and others and adhere to OCIMF health and safety guidance.
- Always ensure appropriate confidentiality of information.
- Commit to and promote OCIMF charter relating to equality of opportunity.
- Complete other tasks and duties consistent with the responsibilities of the role, as and when required.