



## Oil Companies International Marine Forum Person Profile and Job Description

**Job Title:** Technical Adviser (Regulatory Affairs)  
**Reports to:** Deputy Director/Chief Representative to the International Maritime Organization (IMO)  
**Date:** December 2018

### 1. Job purpose

Provide technical support for the delivery of the OCIMF strategy on IMO and other regulatory bodies by closely monitoring regulatory activities and coordinating OCIMF members' engagement and inputs, within required timescales.

### 2. Person Profile

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

#### Knowledge and Skills

- Advanced technical specialist knowledge in the maritime field and an awareness of international maritime legislation, including the workings of the IMO.
- Excellent spoken, written and presentation skills in the English language.
- Ability to forge effective working relationships with a culturally diverse organisation such as the IMO (comprises 172-member governments and 78 NGOs) and contribute to debate articulating concisely, as required, the OCIMF position on issues.
- 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.
- Excellent personal organisational skills.
- Excellent problem-solving skills, including the ability to work independently to identify and implement appropriate solutions.
- Fully computer literate and familiar with a range of software packages.

#### Experience and Qualifications

- Engineering or Deck certificate of competency (Management Level) or equivalent degree level qualification, e.g. Engineering, Naval Architecture, Maritime Law.
- Significant working experience in the marine industry.
- Experience of developing policy and positions through consultation.
- Working experience of the activities of the IMO.

### **Personal Qualities**

- Confident, personable and articulate; assertive when required.
- Well-organised.
- Pays attention to detail and accuracy.
- Flexible attitude to work.
- Team player.
- Problem solver.
- Reliable, trustworthy and discreet.

### **Circumstances**

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

## **3. Job Description**

### **3.1. Key working relationships**

Internal: Deputy Director, Senior Management Assistant, Senior Technical Adviser, Technical Advisers, members of OCIMF committees, sub-committees and task forces, OCIMF Member company focal points, contractors.

External: IMO, inter-governmental organisations and agencies, non-governmental organisations, other marine/oil organisations, IOPC Funds.

**Note:** International liaison frequently required.

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

- Work closely with the Chief Representative to the IMO to develop and implement OCIMF annual programme on IMO.
- Monitor document submissions to the IMO by all IMO member states and organisations with observer status to identify, distil and prioritise issues of interest to OCIMF.
- Prepare pre-meeting briefings for OCIMF members.
- Plan, manage and coordinate activities with members to develop OCIMF positions on IMO issues within required timescales.
- Coordinate the preparation of OCIMF submissions to the IMO.
- Provide support in planning, managing and coordinating OCIMF members participation at all pertinent IMO meetings.
- Present agreed OCIMF positions at IMO meetings.
- Prepare concise reports and outcomes from IMO meetings.
- Establish and maintain a list of prime contacts in government, industry and others of potential influence.
- Monitor legislative activity and development and prepare status reports as needed for Secretariat and membership use.

- Attend OCIMF members' meetings when required to provide status updates and engage with members on regulatory issues.
- Maintain contact and liaise with the IMO Secretariat and other industry associations, including working with them collaboratively, as required.
- Arrange and/or attend industry and stakeholder meetings that are of interest to OCIMF.
- Respond to technical enquiries on regulatory issues.
- Maintain the OCIMF administrative functions related to the role.

For OCIMF regulatory activities 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.

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

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

- Support the planning of OCIMF participation and submissions to IMO at least one year 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

- Ability to attend IMO meetings as dictated by the IMO calendar and meeting schedule.
- Attendance at IMO Work Group meetings which sometimes extend into the evening.
- London office based.

#### **6. 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