



Oil Companies International Marine Forum
Person Profile and Job Description

Job title: Training and Accreditation Administrator (OVID Programme)
Reports to: Training and Accreditation Manager
Date: February 2019

1. Job purpose

The primary function is to administer, coordinate and effectively maintain the OVID¹ Inspector Accreditation programmes.

When required, provide administrative support to the Office Manager and team and cover for SIRE Accreditation Inspector programmes.

2. Person Profile

All criteria are essential unless stated otherwise (D = desirable) and wording in italics.

Knowledge & Skills

- Good standard of numeracy and literacy skills and ability to process complex reports and statistical statements.
- Exceptional organisational skills and ability to organise own work and priorities without supervision.
- Fully computer literate and familiar with a range of software packages, including databases.
- Accurate keyboard and word processing skills.
- Excellent spoken, written and presentations skills in the English language, including ability to produce correspondence and reports to a high standard.
- Able to solve problems, apply discretion and take appropriate decisions in the absence of the manager.
- Ability to visualise, discuss and provide input to solve systems problems.
- *Understanding of the maritime industry. (D)*

Experience & Qualifications

- Good standard of education.
- *Working experience within the marine industry. (D)*
- Experience of working in team office administration roles supporting senior managers, requiring exceptional organisation skills, with technical content and including course and event organisation duties. *(Preferably for a commercial organisation or trade association. (D))*

¹ Offshore Vessels Information Database

- Experience of working in a customer service environment.
- Experience of working with databases, Microsoft Word, Outlook, Excel, PowerPoint and the Internet at a minimum of intermediate level.

Personal Qualities

- Personable, articulate and able to converse confidently with people at all levels and of different nationalities.
- Well-organised.
- Pays attention to detail and accuracy.
- Committed and flexible 'can do' attitude to work.
- Able to work well within a team environment.
- Problem solver.
- Reliable, trustworthy and discreet.
- Patient with customers, dedicated to providing excellent customer service and able to share knowledge and solutions in user-friendly language.

Circumstances

Able to work out of normal working hours when required and occasionally to travel to different locations, attend meetings and events outside of normal working hours if required. *(Personal circumstances will be taken into account)*

3. Job Description

3.1 Key working relationships

Internal: Inspector Training and Accreditation Manager, Office Manager, SIRE Inspector Accreditation Administrator, Compliance Manager, Technical Adviser (Offshore), Contracts Manager (SIRE and OVID) and other team members, including the Director, OCIMF colleagues and contractors.

External: OCIMF members, other marine/oil organisations, government bodies, contractors, suppliers, Lloyds Register and educational establishments.

Note: International liaison frequently required

3.2 Main duties and results areas

OVID Inspector Training and Accreditation Administration

- Maintain the OVID Accreditation mailbox, including responding to enquiries in a timely and efficient manner.
- Provide first-line support to OVID programme users.
- Manage and maintain the application and registration processes for courses for new and existing inspectors. This includes reviewing the qualifications of prospective new inspectors with the Training and Accreditation Manager and (when required) with the Technical Adviser (Offshore).
- Work with the Training and Accreditation Manager to plan and implement programmes of courses for new and existing inspectors, including determining the frequencies and timelines required to ensure sufficient opportunities are provided for accreditation to be achieved and/or maintained.
- Ensure timely notification to Members and inspectors of future course dates.

- Work with the SIRE Inspector Accreditation Administrator to plan, organise and coordinate all aspects of the arrangements for OVID courses, at UK and international locations as required, including liaising with venues, producing and providing course information to attendees.
- Monitor requests for invoices from attendees and liaise with the Accounts Administrator to ensure these are issued within required timescales.
- Monitor the collection of any course-related credit card payments and liaise with the Accounts Administrator for reconciliation.
- Plan, organise and coordinate all aspects of the arrangements for examinations and re-sits, including liaising with candidates and Lloyds Register about invigilation.
- Notify exam results to candidates, including providing advice to unsuccessful candidates about re-sits.
- Coordinate and produce ID cards and certificates for all accredited OVID inspectors and distribute them.
- Organise the delivery of OVID ID Documents, either by post or courier service.
- Monitor and order stationery supplies for the printing of ID cards and certificates.
- Upload additional documents, exam papers and certificates to inspector profiles.
- Maintain and monitor information on accreditation expiry dates and the number of inspections completed by each inspector and liaise with them to ensure that their accreditation is maintained.
- Identify and report non-compliance issues to OCIMF Compliance Manager and the Training & Accreditation Manager.
- Analysis of year end non-compliance and review of inspector profiles.
- Liaise with systems developers to solve technical problems.
- Proactively contribute ideas for the continuous improvement and development of OCIMF systems.

Data, information and knowledge management

For OVID inspector accreditation activities ensure that:

- All information on the internal database and the 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.

General Cover

- Provide administrative support to the Office Manager's administrative team, including assisting as required with setting up and clearing down the 4th floor meeting rooms.
- Coordinate with the SIRE Accreditation Administrator to provide cover for prioritised tasks as may be required for the SIRE Accreditation Programme in the absence of the SIRE Accreditation Administrator.

4. Time horizon for the outputs of the job

- Work with Training and Accreditation Manager and SIRE Accreditation Administrator to plan inspector training and accreditation programmes up to eighteen months in advance.

- Contribute to reviewing budgets up to eighteen 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

- Work out-of-hours as and when necessary.
- Occasional travel to different locations to attend meetings and events outside of normal working hours.

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 and Data Protection policies at all times.
- 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 confidentiality of information acquired during the course of employment 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.