



**Person Profile & Job Description
Training & Accreditation Administrator (OVID, SIRE CAT-3)**

October 2025

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: Inspector Training & Accreditation Manager

Department: Programmes

1. Job Purpose

Effectively administer, coordinate and maintain inspector training & accreditation activities for the Offshore Vessel Inspections Database (OVID) Programme and the SIRE Cat-3 Programme. When required support the Quality Assurance Team with the arrangement of inspector audited and or assessed inspections. When required, provide administrative support and/or cover for the SIRE Training & Accreditation Administrator.

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: Inspector Training & Accreditation Manager, Training & Accreditation Administrator (SIRE Programme), Quality Assurance Manager and Quality Assessors, Programmes Director and all Programmes Department team members, Office Manager, Secretariat staff and contractors.

External: OCIMF members, other marine/oil organisations, government bodies, contractors, suppliers, training bodies, Inspectors (SIRE and OVID).

Note: International liaison frequently required.

2.2 Main Duties and Results Areas

Training and Accreditation Administration (OVID and SIRE CAT-3 Programme)

- Manage and maintain the application processes for inspectors, including acceptance mechanisms.
- Respond to Zendesk queries/tickets allocated to T&A team and process the tickets in the system.
- Provide first-line support to OVID programme users, escalating any queries which are outside of the remit of the role to relevant staff or signposting for further information.
- Manage and maintain the application and registration processes for courses for new and existing inspectors. This includes reviewing and approving the qualifications of prospective new inspectors with the Inspector Training and Accreditation Manager and (when required) with the Offshore and Barge Adviser.
- 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.
- Plan, organise and coordinate all aspects of the arrangements for courses, at UK and international locations as required, including liaising with venues, producing and providing course information to attendees.
- Ensure timely notification to Members and inspectors of future course dates.
- Organise payment links following applications and check for payment prior to booking, monitor ad-hoc requests for invoices from attendees and liaise with the Accounts team to ensure these are issued within required timescales.
- Monitor the collection of any course-related credit card payments and liaise with the Accounts & HR Administrator for reconciliation.
- Plan, organise and coordinate all aspects of the arrangements for examinations and re-sits for courses, including online invigilation activity in conjunction with the Inspector Training and Accreditation Manager.
- Notify exam results to candidates, including providing advice on re-sits to unsuccessful candidates.
- Coordinate and produce ID cards and certificates for all accredited inspectors and distribute them either by post or courier service or by uploading to inspector profiles.

- Monitor and order stationery supplies for the printing of ID cards and certificates via the Business Support team.
- Upload additional documents, exam papers and certificates to inspector profiles.
- Maintain and monitor information on inspector accreditation expiry dates and the number of inspections completed by each inspector and liaise with them to ensure that their accreditation is maintained.
- Analysis of year-end review of inspector profiles for compliance with training and accreditation guidelines, produce any related reports for the Inspector Training and Accreditation Manager.
- Receive feedback from users and liaise with systems developers or other teams to solve technical problems.
- Liaise with the Inspector Training & Accreditation Manager to ensure all working processes are ISO 9001:2015 compliant and logged in accordance with accreditation requirements and, when required, participate in internal and external audits.
- Identify and report any compliance issues (ethics and code of conduct guidelines) to the Inspector Training & Accreditation Manager and the Quality Assurance Manager.
- Proactively contribute ideas for the continuous improvement and development of OCIMF systems, policies, procedures and guidelines, related to the role.
- General systems administration – including updating of Inspector profiles within databases.

Other

- Assist with role related project work (e.g. document management).

Cover

- Coordinate with the Inspector Training & Accreditation Manager to provide cover for prioritised tasks as may be required for the SIRE Accreditation Programme in the absence of the Training & Accreditation Administrator (SIRE Programme).
- Provide cover for answering the mainline telephone /switchboard as required.

Goals

- Work with the team to create operational goals for the team and support the reporting of progress against these.

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.

3. Time horizon for the outputs of the job

- Plan inspector training and accreditation programmes for the next eighteen months.
- Contribute to reviewing budgets for the next eighteen months.
- Contribute to medium and long term operational plans associated with the programmes projects and inspection schemes.

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:

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

(Any out of hours work and travel is to be pre-agreed and personal circumstances considered).

5. **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 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.
- 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.

6. **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 experience of a commercial organisation or trade association. (D)
- 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

- Sharing and learning attitude to build synergy and cooperation across membership.
- Personal commitment to upholding OCIMF’s Values during every-day work.
- Personable, articulate and able to converse confidently with people at all levels and of different nationalities.
- Well-organised and systematic approach, logical thinker and able to work through processes.
- Pays attention to detail and accuracy and has worked with data and numeracy skills.
- Committed and flexible ‘can do’ attitude to work, demonstrates forward thinking skills.
- Team Player and proactive to get the job done
- Approachable and inquisitive of others’ views.
- Problem solver, clear headed, with the ability to handle complaints as they arise.
- Reliable, trustworthy and discreet.
- Considers the image of OCIMF in all work activities.
- Patient with customers, dedicated to providing excellent customer service and able to share knowledge and solutions in a user-friendly language.

7. System Access Profiling

System access requirements	Approved / Completed
PeopleHR	
SharePoint – Programmes Team	
OVID and SIRE Databases	
TopHat, VIMEO	