**Job Description - Ship’s Operations Manager**

**1. Job Details**

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| Job Title: | Ship’s Operations Manager | Job Family: | Technical & Experimental |
| Line Manager: | Technical Resource Manager | Grade Range: | 5 |
| Full Time / Part Time: | Full Time (37hrs) | Duration of Appointment: | Permanent |

This is a new role which has been created to mainly support the Ships Master and vessel operations, ensuring we are able to respond to income generated business which may be research, education or commercial related, and ensuring vessels are fit for purpose and compliant at all times.

Holidays will need to be arranged around vessel timetable and might be more limited in the summer period due to the seasonal nature of vessel work.

In addition, during quieter months/down time, the post holder may be required to assist with short term work in other areas of the business. This provides opportunities to upskill, assist others and assist with career development.

The post holder will be expected to maintain their vessel compliancy certification at all times and, where possible, there will be opportunities to obtain additional certification and build up an excellent CPD record.

**2. Main Job Purpose**

* To manage the SAMS research vessels including user bookings, employed and contract marine staff, ensuring all necessary services, equipment, and supplies for SAMS’ vessels.
* Supporting the Ships’ Master in providing small vessel services to deliver SAMS’ research, education and commercial activities. This includes acting as vessel crew, assisting in the deployment of scientific sampling equipment at sea, and assisting in maintenance, repair and upkeep of SAMS’ vessels and equipment.

**3. Main Responsibility Areas**

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| |  |  | | --- | --- | | *Role Description* | *Approx. % of time* | | ***Ship’s Operations Responsibilities*** | | | *Management Aspects* | | | Establish and operate effective systems for (i) booking of SAMS’ vessels; (ii) oversight and maintenance of a competent crew (i.e., relief crew drawn from internal and external pools); and (iii) setting and managing the budgets for research vessels in consultation with the Ships’ Master to ensure value for money. | 20 | | Oversee research vessel refits and re-certification to compliance with regulations; assist Ships’ Master in ensuring all proper repairs to the vessels’ fabric and associated equipment, including pontoon and moorings, are undertaken. | 20 | | Proactive management of the day-to-day operations of SAMS’ research vessels for staff, students, visitors and commercial clients | 10 | | Assist with Seol Mara skippering duties initially, working up to some skippering duties as agreed in absence of Master. | 5 | | Oversee RIB activities: skippering, shore launch and recovery | 5 | | *General Aspects* | | | Acting as crew for SAMS vessels to deliver SAMS’ research, education and commercial objectives. Oversee scientific activities and ensure safe working of both scientific operations and personnel activity as directed by and in conjunction with the Skipper. Ensure vessel certification is up to date. | 30 | | Ensure general cleanliness of vessels after use | 5 | | Participate in monthly drills e.g., fire drills and man overboard drills. | 5 | | Be pro-active in the application of SAMS Health and Safety Procedures | Ongoing | |

**4. Planning and Organising**

* Co-ordinate with the Ship’s Master to plan requirements of academic staff, students, visitors & clients; organise and maintain the calendar for the research vessels.
* Preserve the proper certificates, surveys, and documents, and keep records of vessel activities in case of future disputes (e.g., with internal users, customers, and insurers).
* Lead organisation, training and general awareness for SAMS vessels, proactively arranging information and training sessions as required.
* Adjusting plans, prioritisation and re-organisation of work activities in accordance to changing circumstances at short notice (e.g. weather, tides, other unforeseen events).
* Balancing task duration against time availability.

**5. Problem-Solving**

* A proactive approach to problem solving, ensuring tasks are completed in a timely manner.
* Planning logistics and execution of cruise/boat work.
* Providing solutions to late requests or when unforeseen circumstances result in changes to vessel availability at short notice.
* Adapt and problem solve solutions for deployment of scientific equipment.
* Support Ships’ Master in developing alternative plans to accommodate weather, or equipment failure to ensure successful operations.

**6. Decision-Making**

* Collaborating with the Ships’ Master to manage the budget required to run the research vessels, and where to prioritise spend.
* Co-ordinating with the Ships’ Master to maintain a timetable for the research vessels to ensure their efficient use.
* Collaborating with scientists and other vessel users to ensure feasibility of planned work from SAMS vessels.
* Deciding whether any operation is safe as regards to the safety of all aboard and the equipment being deployed/recovered.
* Identifying when the vessels are not serviceable due to critical faults, and highlighting these to the Ships’ Master in a timely manner.

**7. Key Contacts/Relationships**

* Ships’ Master and boat crew (incl. causal external crew)
* Technical Resource Manager
* SAMS HSE Advisor and Compliance Manager
* Academic and technical staff, students and academic visitors at SAMS.
* SAMS Enterprise staff and commercial clients of the SAMS research vessels.
* MCA and external marine contractors.

**8. Knowledge, Skills and Experience needed for the Job**

* Sea-going expertise and experience of small vessel operations, particularly of inshore research vessels.
* Familiarity with appropriate regulations concerning vessel operating certification and crewing (e.g. Maritime and Coastguard Agency guidelines).
* A good understanding of the operating conditions required for using scientific equipment at sea e.g. CTDs, towed equipment and benthic sampling gear.
* Effective communication skills for a range of audiences (internal, external, students, staff etc.)
* Ability to lead and motivate staff in sometimes challenging, time pressured situations.
* Good understanding of the operational limitations of small inshore vessels
* Experience skippering RIBs
* Experience launching and recovering RIBs from shore
* Full UK driving license
* Individuals should hold or be able to acquire an ENG1 medical certificate and STCW95 Sea Survival Certificate
* The following certifications are desirable, but not essential:
  + Advanced Powerboat/VHF Radio
  + First Aid at Work
  + STCW95 Professional Practices & Responsibilities course
* Experience at operations of forklift, cranes and winches is highly desirable.

**Dimensions – Scope of role**

* With the Ships’ Master, manage two vessels, pontoon and moorings, full time crew and relief crew as required.
* Responsible with the Master for managing SAMS’ research vessel budgets, typically ~£50K pa.
* The Ships Operation Manager is a key individual within one of SAMS’ facilities and needs to demonstrate proactive leadership in several contexts. Professional and effective communication and problem solving with vessel users and the Vessel Team (Master, crew etc.) is essential.
* Activities should include an ongoing review of the effectiveness, efficiency, and cost-structure of operations, with a view to identifying appropriate improvements. Whilst there is a relatively high degree of autonomy on day-to-day activities, appropriate reference to senior colleagues before enacting significant changes to systems or to flag risks must be considered.
* The role is also required to support the Ships’ Master in undertaking deckhand and vessel maintenance duties as required. Anticipated to spend 80-100 days actively working on SAMS’ vessels, with additional time spent ensuring vessels are fit for purpose. Individuals need to be flexible to potentially changing requirements and demonstrate an active hands-on approach to deal with varying requests and challenges that may arise.
* There may be occasions where individuals may need to work long days or overnight. When possible, individuals will be notified well in advance of such arrangements, although on occasions there may be a need to work longer hours at short notice due to unforeseen circumstances. SAMS operates a TOIL policy which allows for any such time worked to be recuperated at a later date.
* A willingness for the post-holder to learn about the safe operation and deployment of a range of marine scientific equipment is desirable.
* Where there are quieter periods of the year, holidays are encouraged to be taken then. There may also be opportunities in quiet times to assist short term support science and facilities activities.

**Information on SAMS Vessels**

SAMS operates two CAT3 research vessels, RV Seòl Mara and a RIB Usige, which are moored next to Dunstaffnage Castle (and next to SAMS). Both vessels are available for external charter, in addition to acting as scientific platforms to support the research and education activities undertaken at SAMS.

Designed in 1972, Seòl Mara is a 10.4m general purpose MCA standard category 3 research vessel, well suited to use in confided upper reaches of sea lochs or shallow inshore waters. She has a large open afterdeck (6m x 4m) with removable aft rail section (width 1.25m) to allow easy deployment of large gear. There is a bench area in the wheelhouse (1m x 0.6 m) for covered scientific working, and a covered dry hold area, which provides storage and mounting space for equipment. Seòl Mara has capacity for 8 passengers and crew.

Usige is a 5.8 m MCA restricted category 3 RIB, which can be towed on a trailer or launched from SAMS. It has two Yamaha outboard engines and is usually used for small projects within the local area.

[WHAT SAMS CAN OFFER YOU (please right click and select ‘open in new tab’)](https://vimeo.com/411370772)

Our Values and culture

We strive to be a world-class marine science enterprise that underpins regional, national, and international policy, and societal action to secure healthy and sustainable oceans.

As a workforce, we have a strong family and team culture, helping each other to achieve our goals.

Remuneration

We offer a competitive salary and pension as well as employee benefits package. We also have a number of supportive policies to assist absence, family, and other leave types.

Career Goals

SAMS provides a supportive learning and career growth environment for those looking for that next step in their career or upskill in the workplace. This may be through opportunities to develop techniques, learn more about the science objectives for the group, gain some tutorial opportunities, as well as attend meetings and CPD events.

We’ll provide you with a good start as you join SAMS

SAMS provides an excellent induction which is a great introduction to the organisation, the facilities, your department and team, and provides that support that you need over the early months joining a new organisation. We will also provide you with office space, computing equipment and ensure this is ready for you on your first day of work.

Employee Benefits

In addition to a general remuneration package which includes a generous salary, pension, and sickness absence policy, we offer a number of employee benefits to our staff, some of which are listed below:

* Flexible & Hybrid working arrangements (up to 2 days working from home)
* Purchase of additional annual leave – up to 20 days per annum
* Access to shopping discounts as well as local shop and leisure discounted memberships
* Cycle to work scheme
* Purchase of technology
* Payroll Giving
* Salary Sacrifice – pensions
* Access to wellbeing portals which provide support for mental health, nutrition and fitness and GP referral scheme
* Occupational health support
* Welfare support on site
* Access to CBT sessions
* Sabbatical scheme
* A number of training and development courses to assist you with your career development – leadership, coaching and mentoring.

SAMS’ commitment to gender equality has been recognised, as our institute was presented with an Athena SWAN (Scientific Women’s Academic Network) Bronze Award. SAMS is currently working towards a silver award.

SAMS have received a Youth Friendly Employer Badge 2023 – Bronze Award.

SAMS have received a Bronze Award through the Armed Forces Covenant Employer Recognition Scheme. We recognise the contribution that Service personnel, reservists, veterans, the cadet movement, and military families make to our organisation, our community and to the country. We will seek to uphold the principles of the Armed Forces Covenant through Education, training, and employment of veterans and Service spouses.

As an Academic Partner of the University of the Highlands & Islands (UHI), SAMS is designated as an educational establishment and subject to the provisions of the Protection of Children (Scotland) Act. Certain roles may be subject to a satisfactory check by Disclosure (Scotland) as a condition of their appointment.

Applications must include CV and Cover Letter and should be sent electronically to [recruitment@sams.ac.uk](mailto:recruitment@sams.ac.uk) quoting Job Ref. ‘D11/23.CA’ in the subject line.

The closing date for applications is Monday 31st July 2023.

Interviews will be held in August 2023.

Please note, we prefer to contact referees prior to interview.

Guidance for Applicants

Candidates must have the rights to work in the UK.

Your application – what are we looking for?

We are looking for a full CV – please remember to document all your relevant work experience, listed with the most recent first. You should also include your educational achievements with your most recent qualification first.  You should include skills and competencies gained from previous employment or education. This should be specific to the job description.  Also, please include details of two referees, one referee at least from your current role, who we may contact if invited for interview.

We enjoy reading cover letters and these are an important part of the application. In the letter, connect your past accomplishments with the requirements listed in the job description. Focus on your most relevant experience, qualifications, and skills. Where possible, quantify your accomplishments with facts and data.

 Useful links

* [How to write a flawless cover letter](https://career-advice.jobs.ac.uk/cv-and-cover-letter-advice/how-to-write-a-flawless-cover-letter-in-2020/) (please right click and select open in new tab)
* [How to write a CV](https://www.reed.co.uk/career-advice/how-to-write-a-cv/) (please right click and select open in new tab)

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