

TRINITY HOUSE
JOB DESCRIPTION

Job Title:	Third Officer
Reporting to:	Captain
Post No:	9029 – 9032, 9510 & 9511
Directorate:	Operations
Location:	SVS

PURPOSE OF JOB

To support the Navigation Team and the Captain in the safe navigation of the Vessel. To ensure all navigation charts and publications are correct and up to date. To support the First Officer with regard to maintenance of Aids to Navigation.

MAIN ACTIVITIES AND RESPONSIBILITIES

1. Navigation of the Vessel

- **Take charge of the Navigation watch** - with regard to the safe navigation of the Vessel, includes observance of the collision regulations, maintaining an efficient lookout, passage planning, use of navigational equipment and monitoring of radio communications, safety broadcasts and Vessel Traffic Services;
- **Bridge Equipment** - Monitor the correct operation of all navigational and electronic bridge equipment, reporting defects to the Captain and initiating repair and service, carry out pre sailing equipment checks;
- **Survey Work** - Assist the Captain and survey team in carrying out surveys of wrecks and channels to Trinity House hydrographic standards;
- **Aids to Navigation** - Positioning of Aids to navigation by the use of primary and co-primary position fixing systems, aids to navigation inspections and report writing;
- **Communications** - Responsible whilst on watch as the Vessels Radio Officer.

2. Aids to Navigation Maintenance

- **Buoy Work** - Carry out fault finding and rectification of defects;
- **Off Vessel Working** - Take charge of work parties whilst attending navigation Aids maintenance or defects;
- **Spare Equipment** - Maintain stock levels of equipment for the maintenance of navigation Aids.

3. Health and Safety

- Assist with record keeping in order to maintain the Vessels ISM Certification;
 - Assist the Second Officers in checking and recording the correct operation/certification of the Vessels LSA/FFE;
 - Assist with the organising of Boat musters and Emergency drills;
 - Assist with the activities and record keeping of the Vessels emergency Shipboard operations including damage control, pollution control. Use of Shipboard Oil Pollution plan and MARPOL regulations and the operation of the Trinity House Safety and Environmental Policies.
 - Adhere to stated policies and procedures relating to health, safety, and environmental and quality management.
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SCOPE

- Act as deputy or relief to the Second Officer as required;
 - In charge of a Navigational Watch;
 - Works with the Ship/Shore Navigational Aid Maintenance Teams.
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TECHNICAL SKILLS

These will form a key part of your Technical Skills within the Performance Management process

- Officer Of the Watch (OOW), Class 11;
 - GMDSS Certificate;
 - Well developed IT skills;
 - A working knowledge of Budgetary Procedures;
 - An understanding of Maintenance Information Systems;
 - A Working knowledge of the ISM/ISPS Code;
 - Good written communication skills, including report writing;
 - A current ENG 1 Medical Certificate.
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BEHAVIOURAL SKILLS

1	Planning and Organising	Level B
2	Judgement & Decision Making	Level C
3	Interpersonal & Communication	Level B
4	Team Working and Co-operation	Level C
5	Professionalism	Level C
6	Creativity and Flexibility	Level C
