

ONBOARD CREW MANAGEMENT

JOB TITLE/RANK	Captain /Master
DEPARTMENT	Deck & Engine
RESPONSIBLE TO	Fleet Superintendent / Direct line to DPA - CSO

It is recognized that certain nationalities of crews are accustomed to different duties compared to other nationalities (For example officers responsible for the maintenance of safety and lifesaving equipment). Accordingly, the Master has the authority to change the tasks as he sees fit in agreement with the Ship Management Office.

The Master has the authority to allocate any reasonable tasks or duties that may be required for the safe and efficient operation of the ship.

The Master has overall responsibility for the safe operation of his vessel in accordance with flag state laws and international regulations. Under no circumstances is commercial pressure to justify the taking of an unnecessary risk. The Company will support a decision taken by a Master in good faith and in the interests of safety.

MAIN PURPOSE OF THE JOB:

Overall Command of the ship, safety, security of the ship, her crew, cargo and the environment. Implementation of the Company's Policies as contained in the SMS and other official Company Instructions on all matters of operations, safety, security and environmental protection.

The Master is to execute his duties in compliance with relevant national and international regulations, and in compliance with the SMS. The Master is also to ensure that all crew are fully motivated in the observation and implementation of the SMS.

AUTHORITY:

The Master has the overriding authority and responsibility to make decisions with respect to safety of the ship, her crew, passengers and with respect to pollution prevention and to request the Company's assistance as may be necessary. The procedures contained within the SMS do not undermine this authority. In cases where there is conflict between the SMS and international or national regulations, the Master is to carry out his duties in accordance with the regulations in force. Should such conflict exist, the Master is to report immediately this non-conformity to the HSSEQ Manager.

The Master is to ensure that commercial considerations do not take precedence over safety and environmental protection. The Master shall not be constrained by the ship-owner, charterer or any other person from taking any decision which, in his professional judgement, is necessary for safe navigation, in particular in severe weather and in heavy seas. (SOLAS V-34.3)

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The Master together with the Shipboard Management Team is also jointly responsible for:

- Adherence to, and continuous improvement of, the SMS,
- Meeting regularly to analyse the SMS status, agree on appropriate measures of improvement, and coordinate implementation and execution of same;
- Ensuring that junior officers and crew are well informed of the SMS requirements generally, and specifically where procedures affect their work;
- Co-ordinating with HSSEQ department to improve overall safety, environmental and quality performance, through reports and proposals.
- Ensuring that all relevant regulations are onboard and made available to the personnel concerned.
- Ensuring that the concept of safety and environmental excellence are fully understood and implemented by all onboard, through leadership and sound management practices
- Ensuring that all crewmembers are provided with coaching and/or training opportunities to develop and improve their knowledge and skills.

KEY TASKS AND RESPONSIBILITIES:

The Master is responsible to the Ship Management Office for:

- The overall command of the ship
- Safeguarding the Owner's and Company's interests at all times
- Maintenance of the ship's and crew certification required for trading
- Communication with the Owners, the Company, the Charterers and any other party as required
- Maintenance of the ship and her equipment
- Ensuring that all crew receive familiarisation training on embarking the vessel
- Crew familiarisation, performance appraisal, training, welfare, discipline and other administrative matters required as per SMS Crewing Instructions
- Ensuring that Emergency Organization & Emergency Party Responsibilities are known by each crew member including any training that may be required aboard vessel
- Safe navigation of the vessel as required by Company Navigation procedures and for ensuring that all navigational watch keepers are fully familiar with these procedures
- Organizing and conducting Health & Safety committee meetings
- Ensuring adequate stability trim and stress at all times
- Checking and monitoring of any cargo plan and operations prepared by the Chief Officer, including the supervision of cargo operations
- Compliance with any statutory, local or international regulation which affect the ship including MLC2006
- Maintenance of Shipboard filing and all Company and other records which are required to be maintained or submitted

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- Implementation and recording of onboard training as required by International regulations and SMS
- Reporting of any accident and/or damage affecting the ship, her crew or her cargo, to the Company and other Parties as necessary
- Full and accurate accounting of voyage expenditure etc, and the safe keeping of Company funds
- Supervision and training of Deck Cadets
- Ensuring that the risk assessment procedures are adhered to onboard and, where necessary, office assistance is obtained to mitigate identified risks.
- Catering, hygiene, and vessel payroll requirements
- Review of VMS as required by the ISM Code
- Through positive leadership, sound management practices and the display of safe behaviours promote and uphold a safety culture onboard
- Ensuring that each crewmember takes personal responsibility for the safety, environmental and quality aspects of own work
- Responsible for ensuring that proper standards of health and hygiene are maintained throughout the vessel
- Signing-on and signing-off of crewmembers
- Ensuring compliance with Hours of Work & Rest Regulations
- Providing medical care aboard vessel
- Ensuring the onboard complaint procedure is enforced as per MLC2006 & Company requirements
- Enforcing the Company's Drug & Alcohol policy aboard vessel
- The execution of the charter of the vessel in a professional and competent manner
- Ensuring sufficient bunkers and stores are onboard prior to commencing a voyage
- Providing the Chief Engineer and Chief Officer with relevant details of the intended voyage and ensuring that the voyage orders are understood and complied with in full
- Providing the Company and charterers with accurate information regarding cargo operations
- Advising the Company when voyage/cargo instructions cannot be complied with, and/or where the intended voyage instructions are not clear/understood
- Checking and signing of Cargo Documents on completion of cargo operations
- Undertaking any other tasks, duties as required by the Company.
- Determining appropriate manning levels for the respective cargo and ballast operations to ensure such operations are conducted in a safe and effective manner.
- Ensuring that all cyber security policies and procedures are adhered to, cyber incidents are reported and all crew are compliant with Company Cyber requirements.

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PERSONAL BEHAVIOURS & QUALITIES

The job requires:

- Excellent leadership skills; in particular the ability to gain respect, to motivate and to lead by example
- Excellent managerial skills; in particular the ability to build and maintain an onboard team spirit that recognises and takes account of different National cultures
- A positive and supportive approach to training which encourages all crewmembers to build and maintain their relevant technical knowledge and practical skills
- Excellent planning and organisational skills
- Very good communication skills
- Ability to remain calm and focused at all times, in particular during emergency and/or difficult situations