

ONBOARD CREW MANAGEMENT

JOB TITLE/RANK	Second Officer
DEPARTMENT	Deck / Navigation
RESPONSIBLE TO	Master - Overall/Chief Officer - for Cargo Operations

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.

In addition, the Master has the authority to allocate any reasonable task or duties that may be required for the safe and efficient operation of the ship.

MAIN PURPOSE OF THE JOB:

Designated as the vessel's Navigation Officer and Officer of the Watch for Navigation & Cargo Operations. Designated as the vessel's Medical/Health & Safety Promotion Officer. Ensuring that Bridge and Navigational Equipment is in good working order, maintaining all navigation records and keeping them up to date as required by the Navigation procedures within the VMS and Best Practice Guides.

KEY TASKS AND RESPONSIBILITIES:

The Second Officer is responsible to the Master and Chief Officer for:

- Acting as the vessel's Navigation Officer, monitoring the condition of all navigation equipment, correcting/updating all charts and associated navigational publications, and preparing passage plans for approval by the Master. Reporting to the Master any deficiencies which may affect the safe navigation of the vessel
- Keeping a safe navigational watch as instructed by the Master
- Ensuring that the Passage Plan is prepared and executed as per the Navigation Procedures of the Company and per the Master's Standing Orders and specific instructions
- Keeping a cargo/port watch as instructed by the Chief Officer
- Taking charge of a mooring party
- Providing medical first aid under the supervision of the Master or the designated medical officer if suitably qualified
- Maintenance and inventory of the ship's medical stores
- Acting as the Health Promotion Officer aboard vessel on behalf of the Master
- Understudying the Chief Officer whenever suitable opportunities arise
- Any other tasks, duties as instructed by the Master
- Any other tasks, duties as instructed by Chief Officer during Cargo Operations

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- The Second Officer is to be given the opportunity to understudy the Master whenever such an opportunity arises including on-board ship handling training. Such training to be recorded in ADM30a and reported in their appraisal report.

Cargo Operations Responsibilities (As applicable to Vessel Type)

The Second Officer is responsible to the Chief Officer for:

- Assisting in all cargo, ballast and cargo spaces preparation, including operations planning.
- Monitoring of cargo and ballast operations as instructed by the Chief Officer
- Ensuring that a proper deck and security watch is maintained
- Ensuring that the vessel remains securely moored at all times

PERSONAL BEHAVIOURS & QUALITIES.

The job requires:

- Good leadership skills; in particular the ability to gain respect, to motivate and to set a positive example
- Good managerial skills; in particular the ability to make a positive contribution to team working which takes account of the different National cultures onboard
- Good planning and organizational skills
- Good communication skills
- Ability to remain calm and focused at all times, in particular during emergency and/or difficult situations