

<b>Job Description No:</b>	AaS-JD-032	<b>Rev:</b>	1
<b>Job Title:</b>	Vessel Manager	<b>Grade:</b>	3
<b>Department:</b>	Assets & Services	<b>Location:</b>	Aberdeen
<b>Line Manager:</b>	Service Delivery Manager	<b>Functional Manager:</b> <i>(If applicable)</i>	

**Description and Main Purpose of Job:**

Responsible for the effective day to day operation of the nominated vessel(s) ensuring that they are maintained and operated in line with regulatory and legislative requirements. Focal point for all aspects of vessel(s) operation, liaising with both the vessel(s) as well as the Operations department. Responsible for proactive supplier management, cost control and with overall responsibility for delivering the operation of the vessel(s) in line with approved running cost budget.

**Accountability and Key Performance Areas:**

- Ensuring that the Rever core values are met and adhered to at all times
- Ensuring customer focus is maintained (internal & external)
- Ensure the performance and reliability of allocated vessel(s) is maximised at all times
- Ensuring allocated vessel(s) are fully compliant with all required legislative and industry guidelines at all times
- Ensuring vessel(s) uptime is maximised
- Ensure business objectives and corporate KPI's are achieved
- Ensuring tight cost control and management in line with agreed budgets
  - Ensure good lines of communications and a solid rapport with the Operations department

**Main Duties and Responsibilities:**

- All employees should make themselves aware of and understand their responsibilities as detailed within processes on the Business Management System (BMS)
- Ensuring all aspects of the allocated vessel(s) are maintained and operated in line with all regulatory requirements, industry best practices and guidelines at all times
  - Ensuring allocated vessel(s) are operated in line with the Company's Safety, Health, Environmental and Quality policies and procedures
  - Planning, controlling and execution of all activities connected with maintenance, repairs and surveys of the associated vessel(s)
  - Ensure allocated vessel(s) are adequately crewed at all times with fully trained and competent crew, liaising with the manning agent to achieve this
  - Drive operational efficiencies and performance improvements across the nominated vessel(s)
  - Ensure vessel(s) defects are closed out satisfactorily and within a timely fashion
  - Detailed compilation of annual running cost budgets
  - Strict cost control and management ensuring vessel(s) expenditure is in line with agreed budgets
  - Ensure vessel(s) dry dockings and out of service periods are fully planned, work scopes clearly identified and quality, safety and resource plans in place prior to the commencement of the project
  - Responsible for the formal close out including reporting of financial variance
  - Provide detailed monthly variance reports and commentary detailing expenditure levels and associated reasons

- Act as focal point within the business for the vessel(s), liaising with the relevant technical authorities, engineers and support functions to ensure that up time on the vessel(s) is maximised
- Undertake regular vessel(s) visits to demonstrate visible leadership from within the department as well as to engage with the key stakeholders offshore in respect of improvements, defects, modifications etc
- Maintain a good working relationship and open lines of communications with the Operations department ensuring they are kept fully appraised of concerns, issues or plans relating to the employed assets
- Ongoing monitoring of the vessel(s) performance trends including speed, fuel consumption, lub oil consumption and taking remedial actions when these are outside of agreed parameters
- Undertake regular inspections of the assets and compile formal reports on the material condition as well as concerns regarding the vessel(s) and their operability
- Manage, monitor and highlight vessel(s) business risks via the department risk register
- Assist in incident investigations to establish the root cause of incident and identify lessons learned and actions to prevent recurrence
- Work with the Marine Superintendent to ensure that the vessel is fully supported with respect to marine safety
- Monitor the Synergi database ensuring that actions assigned are closed out within the agreed timeframes
- Any other ad-hoc duties that may be reasonable requested by the line manager

### **Main Duties and Responsibilities: Health, Safety and the Environment**

All employees have a duty to:

- **Take reasonable care** for your own health and safety and that of others who may be affected by what you do or do not do
- **Co-operate with your employer** on health and safety matters
- **Correctly use work items** provided by your employer, including personal protective equipment, in accordance with training or instructions
- **Not to interfere with or misuse** anything provided for your health and safety or welfare
- **Individuals may have additional Health & Safety** responsibilities under the law of the area in which they are working and must adhere to the respective legislation

Rever Offshore requires that all employees participate actively in ALL QHSE activities and promote safe systems and practices as an integrated management approach to business

All personnel are required to abide by the **Environmental Protection** processes in place at Rever Offshore and to actively participate in REDUCING, REUSING and RECYCLING schemes in place. All efforts to reduce emissions of Green House Gases through elimination, substitution, reduction or new / improved technologies must be considered through all activities.

### **Experience, Competency and Skill Requirement:**

Competence is defined by your ability and willingness to meet all of the responsibilities and accountabilities as stated in this Job Description and the Competency Framework for your role, where applicable.

#### **Essential**

Previous experience as a Vessel Manager on DP vessels.

First class professional management skills

Excellent communication skills and the ability to communicate with personnel at all levels within the organisation.

Adaptability and problem solving capability

Strong technical and engineering skills.

BOSIET

OGUK Medical

**Desirable:**

TM Master planned maintenance system experience

Experience of DSV operations

Experience of DP systems

**Employee Name:**

**Employee  
Signature:**

**Date:**