

# Able Seafarer Deck Apprentice Success Profile

Reporting to	Operations Manager
Division / Function	Defence / Marine Services
Base location	Various
Date	June 2018
Job ID	Text
Job Family	Operations
Band/Level	Text

## Section I: Role Context

### KEY PURPOSE

To undertake the required training and sea service to obtain Able Seafarer (Deck) qualification and to assist vessel crew in deck operations.

### STRUCTURE AND REPORTING RELATIONSHIP

**Direct Report:**

Operations Manager/Master of the assigned vessel

**Direct Support:**

Maritime Training Officer, Marine Trainer, Ship's crew as advised by the Master

## Section 2: Role Essentials

### BASED ON THE SPECIFIC REQUIREMENT OF THE ROLE

<p>Key accountabilities</p>	<ul style="list-style-type: none"> <li>• To work as a member of the deck department on-board assigned vessels;</li> <li>• To perform security duties as directed by the vessel security officer/vessel master.</li> <li>• To learn and perform watchkeeping duties during day or night shifts, both at sea. These duties will include keeping a lookout on a sea passage during daylight or darkness as required by the master;</li> <li>• To perform housekeeping duties which may include cleanliness of own and passenger accommodation, toilets, stairways and other areas of the vessel;</li> <li>• To learn and perform routine maintenance of the vessel and its equipment;</li> <li>• To maintain own safety and security and that of the other persons, vessel and its equipment, cargo and environment whilst employed on-board;</li> <li>• To learn and operate mooring winches, windlass, cranes, watertight doors, life saving and firefighting appliances or other equipment as required by the master;</li> <li>• To learn and perform all tasks as required in the Able Seafarer (Deck) Training record book;</li> <li>• To successfully complete all training as required by Able Seafarer Deck Apprentice Standard;</li> <li>• To obtain the required sea service in the time period allocated by the Maritime Training Officer;</li> <li>• To comply with the UK MCA's Merchant Navy Code of Conduct at all times; and</li> <li>• To undertake other duties commensurate with the level of the post as may be reasonably required from time to time.</li> </ul>
<p>Essential technical and professional skills, knowledge and qualifications</p>	<ul style="list-style-type: none"> <li>• A valid UK passport</li> <li>• Capable of obtaining an ENG1 Unrestricted Medical Certificate including eyesight examination. An offer of apprenticeship will be made subsequent to obtaining ENG1 certificate.</li> <li>• Ability to obtain relevant Security Clearance.</li> <li>• Academic Qualifications GCSEs at grade C or above including Mathematics and English or equivalent qualifications from Scotland or Northern Ireland.</li> </ul>
<p>Additional/special features of the role</p>	<p>Must be at least 17 years old.</p>

## Section 3: Leadership Essentials

BASED ON THE SERCO LEADERSHIP TIER – TEAM MEMBER

Tick the 6 most critical capabilities

Customer	<p><b>Customer Focus: Delivers Customer Service</b> Sees those they interact with as customers and seeks to identify and meet needs, taking swift action to resolve issues with integrity. Always alert to the customer’s point of view and demonstrates a sense of urgency.</p>	✓
	<p><b>Judgement &amp; Decision Making: Solves Problems</b> Identifies problems within own area of remit &amp; takes responsibility for finding a solution regardless of the causes.</p>	
	<p><b>Driving Growth &amp; Innovation: Generates Ideas</b> Identifies innovative ideas and solutions for everyday work problems that contribute to on-going continuous improvement and add value to the customer.</p>	
	<p><b>Execution &amp; Delivery: Delivers Against Own Objectives</b> In accordance with Serco’s Governing Principles, follows through and meets personal commitments in an organised and methodical manner.</p>	
	<p><b>Drive for Results: Demonstrates Personal Drive</b> Actively works towards ambitious personal goals, demonstrates enthusiasm and energy toward all aspects of work. Shows drive to make a difference to others at work.</p>	
Operational Excellence	<p><b>Trust: Gains Others’ Trust</b> Interacts with others in a supportive way and in accordance with our Governing Principles.</p>	✓
	<p><b>Communication &amp; Influence: Communicates Effectively</b> Clearly and concisely conveys information and ideas that engage others.</p>	
	<p><b>Collaboration: Demonstrates Collaboration</b> Demonstrates proactive team working and collaboration with others, role modelling the belief that the whole of the team is greater than the sum of individual efforts.</p>	
	<p><b>Transformation &amp; Change: Adapts to change</b> Maintains effectiveness when experiencing changes in work responsibilities or environment.</p>	✓
People & Culture	<p><b>Valuing Difference: Respects Difference</b> Shows respect for individual differences and perspectives amongst colleagues.</p>	
	<p><b>Empowerment &amp; Delegation: Assumes Responsibility</b> Effectively manages their time, resources and relationships to ensure that work is completed efficiently.</p>	✓
	<p><b>Building Talent: Supports Colleague Development</b> Supports the development of colleagues through the provision of timely and constructive feedback and by willingly sharing own skills, knowledge and networks.</p>	
	<p><b>Resilience: Maintains Composure</b> Remains calm in uncertain or challenging situations &amp; consistently behaves in a manner that is acceptable to others.</p>	✓
	<p><b>Personal Growth: Demonstrates Self Development</b> Takes responsibility for one’s own personal impact and development, focusing on increasing self-awareness as well as identifying new areas for learning and professional development and creating learning opportunities.</p>	✓