

## JOB DESCRIPTION

<b>JOB ROLE:</b>	SEAGOING RESEARCH COORDINATOR
<b>GRADE:</b>	Grade 2 SP13–20 (£24,900 – £29,179)
<b>JOB PURPOSE:</b>	Support seagoing research operations both at sea and shore-based. Act as a touch point for the MBA research community and commercial clients. Coordinate the preparation, planning and logistics for seagoing activities. Assist in the execution of missions at sea as a member of the Vessel Crew including vessel housekeeping, equipment deployment, scientific sampling, data processing and public engagement. Contribute to compliance through coordination and maintenance of relevant records such as risk assessments, dispensations and other records.
<b>ACCOUNTABILITY:</b>	Reporting to the Research Vessel Skipper and Manager
<b>DIRECTORATE:</b>	Operations

### Essential experience/skills/qualifications:

- Experience of working at sea
  - Demonstrable knowledge of marine research through relevant academic education
  - Confident communicator
  - Excellent administrative skills and an affinity with IT and other technology
  - Ability to work safely in an operational environment
  - Experience of work planning and scheduling/allocation of resources
  - STCW-95 Certifications and crew training – or ability to undertake
  - ENG1 seafarer medical certificate (will be required prior to start)
  - Full Driving licence
  - Physical fitness (manual handling and equipment deployment) with capability to work at sea year round
  - Flexibility to work unsociable hours and at weekends as required
- Please note. A Basic DBS Check is required for this role

### Desirable experience/skills/qualifications:

- Knowledge of Maritime and Coastguard Agency (MCA) Code of Practice for small commercial vessels
- Fish identification and animal handling skills
- Experience of contributing to research proposals and project costings
- Aptitude for marine instrumentation and vessel-based equipment
- Experience of operating under HSE scientific diving
- Project Management experience or qualification
- Knowledge of health and safety including manual handling, COSHH and LOLER
- Experience of contributing to risk assessments and developing safe working practices
- Ability and proximity to Plymouth to participate in an out of hours on-call rota

## **Key responsibilities and skills**

- Assist in the safe operation of research vessels at sea and at berth including housekeeping and maintenance tasks
- Organise, prepare and maintain sampling equipment
- Watch keeping and safe deployment/recovery of survey gear
- Act as a touch point for the MBA research community and commercial clients (including prospective clients) to ensure high levels of support and communication between parties
- Assist and coordinate in the preparation, planning and logistics of seagoing activities
- Ensure all relevant records are accurate and up to date
- Ensure relevant compliance activities are scheduled and undertaken as required for personnel and the vessel (such as training and maintenance)
- Maintain an understanding of engine procedures and engine room machinery
- Participate in all required training and adhere to company policies and safe working procedures
- Assist with the delivery of education or outreach activities as required
- Provide relevant input to research proposals and project costings internally and for commercial quotations
- Represent the Research Vessel, Operations Directorate and the MBA at relevant meetings and events
- Contribute to development of education or outreach activities
- Contribute to writing of reports, presentations and funding proposals
- Any other tasks identified as being within your competencies and the grading of the position