

Job Description

Job Role: Survey Operations Manager – Continuous Plankton Recorder Survey

Job Purpose: The Survey Operations Manager is responsible for the successful delivery of marine survey programmes that advance scientific understanding through global collaboration. By leading the execution of marine survey operations (with a focus on the Continuous Plankton Recorder tows), you will support research and policy on ocean health. You will be responsible for achieving operational excellence, maintaining safety and compliance. By shaping operational delivery, optimising resources, and fostering strong partnerships across international networks and industry, you will be key to positioning the organisation for continued success and growth in ocean monitoring and innovation.

Accountability: Reporting to Director of CPR Survey

Essential experience / skills / qualifications:

- Proven maritime knowledge and experience
- Demonstrable marine engineering and towing / deployment at sea knowledge
- Knowledge of maritime geography and the shipping sector
- Proven management experience
- Strong organisational acumen
- Developed logistical skills relevant to people/process/ports/cargo
- Adaptive working style with flexibility to travel and work non-standard hours as required to meet international shipping and logistics demands
- Experience of fostering high performing teams
- Experience in engaging, training and supporting volunteers to maintain high standards and motivation in operations
- Demonstrable commitment to health, safety and regulatory compliance
- Familiarity with UK HSE regulations, PUWER, LOLER
- Full UK driving licence and ability to travel internationally when required
- Proven ability to positively engage diverse stakeholders from CEO and Captains to Vessel Crew and Port teams

Desirable experience / skills / qualifications

- Relevant engineering qualification / professional status
- Health and safety certifications such as NEBOSH General Certificate or equivalent
- Experience of working in the charity sector

Key responsibilities and skills:

This list of duties is not exhaustive, and additional tasks within the scope of the role may be required.

Survey Operations Management

- Oversee the planning, coordination, and execution of CPR tows, including producing monthly tow schedules, managing unusual occurrences, and ensuring timely return of equipment and samples

- Manage all CPR-related logistics, including customs documentation, transport bookings (national and international), and maintaining tracking systems for tow success rates
- Write tow request letters and maintain up-to-date CPR briefing materials for vessels

Vessel and Equipment Coordination

- Source and prepare ships for survey routes, including designing bespoke tow arrangements and instructing crews on safe CPR operations
- Ensure all CPR equipment is safely installed, maintained, and compliant with LOLER/PUWER regulations, using certified contractors as needed
- Maintain records of equipment inspections, ship briefings, and CPR fleet locations

Stakeholder and Staff Engagement

- Build and maintain strong working relationships with ship masters, crews, owners, charterers, and port staff
- Coordinate and support operations staff, including training and oversight of overseas teams (Canada and USA)
- Develop and deliver CPR operations training programs for internal and external stakeholders
- Capitalise on existing and new relationships to develop new business opportunities

Safety, Compliance, and Risk Management

- Lead operational safety efforts, including maintaining Safe Working Practices, risk assessments, and COSHH documentation in collaboration with the Health and Safety Advisor
- Ensure compliance with Dangerous Goods regulations and maintain the services of a DGSA with an up-to-date working policy

Reporting, Finance, and Administration

- Produce accurate reports for contract and internal reporting purposes
- Manage the operations budget in collaboration with Finance, including processing donations/payments and overseeing petty cash
- Administer the team's shared email account and contribute to the MBA Operational Management Team