



Technical Manager – Gateshead

Line Manager: Director,

Hours: 0900 until 1700 with a 60-minute lunch, based in the Gateshead office

A leading shipping company focussing on complete management services to commercial ships and luxury yachts are currently seeking to recruit a Technical Manager due to company expansion. Based in Gateshead, the role will be a combination of technical and compliance related work as and when required covering all aspects of the routine operation of the fleet of managed vessels and involvement in projects as and when required.

Working within an established management team who will support the role and assist in training on the in-house vessel management software. Practical experience of working onboard ship or ashore in the maritime sector is preferred.

A sound and thorough knowledge of the ISM and ISPS Codes, Maritime Labour Convention and COSWP is required, and holding a valid Merchant Navy certificate of competency as an engineering officer would be an advantage, along with other high-level qualifications such as 'Designated Person Ashore and 'Company Security Officer' etc.

The position of Technical Manager is a central role to the department and works directly with the company's clients, deemed a Captains and Owners alike. The Technical Manager is responsible for the following tasks, which makes reference to 'Horizon', which is the companies in-house Safety Management System software:

Job specification:

- Monitor the safety and environmental/pollution prevention aspects of the vessel operations and ensure that adequate resources and shore based support is provided as required;
- Respond in a professional and timely manner to all client emails and requests;
- Respond in a professional and timely manner to all supplier emails;
- Ensuring the validity of vessel certificates;
- Day-to-day maintenance and monitoring of the technical related Safety Management System and all required vessel specific documentation;
- Monitor changes to legislation and best practices;
- Receiving, monitoring, recording and overseeing of observations, NCRs, accident reports, near misses, on-board management meeting minutes, hours of rest;
- Liaise with the Vessel Manager with regards to receiving, monitoring and recording defect reports;
- Liaising directly with Flag Administrations and Classification Societies in relation to communication of conditions of class, memos or any other technical defects raised during survey.
- Co-ordinating surveys and audits with Flag Administrations and Classification Societies, as required;
- Liaising closely with the vessels to ensure the effective control of all documents and information;
- Responsible for the monitoring of SMS Chapter 8 the Safety Management System "Emergency Preparations" and all related certification and documentation requirements;



- Responsible for the monitoring of SMS Chapter 10 the Safety Management System “Maintenance and Inspection of the Yacht and Equipment ” and all related certification and documentation requirements;
- Identifying, along with the Captain and relevant managers ashore, any required amendments or development of Company procedures and other management system documentation.
- To be the ‘contact person’ within the company as required for specific clients, responding within a reasonable time frame in a polite and professional way at all times, and reporting all relevant information internally as appropriate.
- Assist with the West Nautical Team from time to time this may include the following;
 - Assisting with new build projects;
 - Assisting with adhoc survey work;
 - Attendance at Yacht Shows;
 - Developing budgets for vessels outside of the managed fleet.
- Monitoring and developing yacht planned maintenance systems
- Potentially act as the Designated Person Ashore after successful trial period;
- Potentially act as the Company Security Officer after successful trial period;
- Potentially act as an Internal Auditor after successful trial period;
- Attend vessels as part of the audit team and to provide on-site support;
- Assisting other members of the team as required;
- Carry out technical cost analysis for vessel operations;
- Produce technical fleet notices for transmitting important new flag / class / industry requirements and safety information;
- Actively develop the company SMS manual with the introduction of new IMO requirements;
- Actively develop and maintain company checklists and procedures including maintenance manager;
- Introduce and uphold the company safety culture to new and existing vessels within the fleet;
- Monitoring and updating of the yacht specific Permits to Work, Risk Assessments and Risk Based Procedures as appropriate;
- Develop and identify future business opportunities including;
 - Refit management Projects
 - Technical Purchasing
 - Survey Opportunities
 - New Yachts into Management
- Assist with the building annual vessel budgets as required;
- Prepare Technical Reports for clients as required.
- Where required procurement of stores and consumables for the vessels;
- Approve purchase orders within their budgetary control for a particular vessel as relevant;
- The creation of refit specification and dry dock planning tender packs as required;
- Review and provide feedback for new build specifications as required;
- Attendance for monthly management meetings, internal audits and DOC audits.
- The Technical Manager will also ensure the following are updated within Horizon:
 - Maintaining all SMS monitoring calendar,
 - Prepare sections of internal monthly management meeting minutes

Person specification:



- Native English – other languages are a bonus
- Experienced maritime professional with Engineering qualifications and background in Commercial Shipping or Luxury Yachting
- Someone who wants career progression and to establish longevity within the company
- Experience and aptitude in customer service
- High levels of computer and Microsoft literacy
- You will be hard-working and will need a high degree of accuracy
- You should be able to summarise complex issues in a reader friendly style
- You should be able to take responsibility for your work product
- Experience of working in a 24/7 working environment and has flexibility to travel for short periods
- Experience with working with tight deadlines, short turnarounds for work and an exceptional level of detail.
- Experience with working with high and ultra-high net worth individuals or luxury brands
- Able and willing to travel for the requirements of the role
- Able and willing to adapt to demands and changes in the workplace
- Ideally you will have relevant experience for this role, but training and support is given to candidates who we believe have the potential to succeed.
- Proven longevity in previous roles.

Date: _____

Job Description for: _____

Agreed by Employee: _____

Approved by Line Manager: _____

Approved by Director: _____