

**SKILLS FRAMEWORK FOR SEA TRANSPORT  
SKILLS MAP - CREWING MANAGER**

<b>Sector</b>	Sea Transport			
<b>Track</b>	Shipping			
<b>Sub-track</b>	Ship Management			
<b>Occupation</b>	Crewing Manager			
<b>Job Role</b>	<b>Crewing Manager</b>			
<b>Job Role Description</b>	<p>The Crewing Manager leads the development of recruitment and deployment strategies for seafarers. He/She oversees the crew recruitment processes and ensures that candidate selection, training and deployment procedures are up-to-date with industry best practices, and in compliance with International Maritime Organisation (IMO) regulations, the Standards for Training, Certification and Watchkeeping for Seafarers (STCW) conventions and the Maritime Labour Convention.</p> <p>He leads engagements with key stakeholders over protection and indemnity (P&amp;I) claims, legal claims and compensation pay-outs, in the event of accidents and/or incidents occurring.</p> <p>He leads negotiations with seafaring unions for collective bargaining agreements and reviews crewing expenditure reports to ensure budget compliance.</p>			
<b>Critical Work Functions, Key Tasks and Performance Expectations</b>	<b>Critical Work Functions</b>		<b>Key Tasks</b>	<b>Performance Expectations (For legislated / regulated occupations)</b>
	Manage crew deployment	Review and suggest improvements for crew scheduling and deployment procedures	<p>In accordance to:</p> <ul style="list-style-type: none"> <li>International Maritime Organisation (IMO) Regulations</li> <li>Standards for Training, Certification and Watchkeeping for Seafarers (STCW) conventions</li> <li>Maritime Labour Conventions</li> </ul>	
		Oversee the development of vessel manning policies and procedures, in line with current regulations and best practices		
		Oversee handling of grievance investigations and disciplinary matters to ensure alignment with organisational guidelines		
		Lead engagements with key stakeholders over protection and indemnity (P&I) claims, legal claims and compensation pay-outs for accidents and/or incidents		
		Oversee communications with media in the event of accidents and/or incidents		
		Review incident and accident analysis reports to identify crew skills gaps		
	Manage crew training and performance	Oversee development of training programmes for crew, in line with organisational standards and industry best practices		
		Liaise with superintendents and technical teams to identify crew members requiring upskilling and re-certification		
		Review crew performance reports, proposed improvements to crewing practices and promotion suggestions in collaboration with key stakeholders		
	Monitor budget and expenditure	Lead negotiations with seafaring unions and review related contractual terms		
		Oversee payroll administration activities for crew of assigned vessels		
Oversee port disbursements for crew of assigned vessels				
Review monthly budget compliance and document rationale for deviations from annual budget estimates				
<b>Skills and Competencies</b>	<b>Technical Skills and Competencies</b>		<b>Generic Skills and Competencies (Top 5)</b>	
	Benefits Management	Level 4	Leadership	Advanced
	Budgeting	Level 5	Problem Solving	Advanced
	Business Negotiation	Level 5	Interpersonal Skills	Advanced

	Compensation Management	Level 4	Decision Making	Advanced
	Contract and Vendor Management	Level 5	Resource Management	Advanced
	Crew Management	Level 5		
	Cyber Security	Level 3		
	Maritime Emergency Response Management	Level 5		
	Employee Relations	Level 5		
	Labour Relations Management	Level 5		
	Learning and Development	Level 5		
	Manpower Planning	Level 5		
	Maritime Incident Management	Level 5		
	Networking	Level 5		
	Performance Management	Level 4		
	Recruitment Channel Management	Level 5		
	Selection Management	Level 4		
	Stakeholder Management	Level 5		
Talent Management	Level 5			
<b>Programme Listing</b>	For a list of Training Programmes available for the Sea Transport sector, please visit: <a href="http://www.skillsfuture.sg/skills-framework/sea-transport">www.skillsfuture.sg/skills-framework/sea-transport</a>			

The information contained in this document serves as a guide.