

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

<b>Sector</b>	Sea Transport		
<b>Track</b>	Shipping		
<b>Sub-track</b>	Ship Management		
<b>Occupation</b>	Marine Superintendent		
<b>Job Role</b>	<b>Marine Manager</b>		
<b>Job Role Description</b>	<p>The Marine Manager provides marine-related input and advice, coordinates ships managed by the organisation and liaises with others to achieve annual key performance indicators. He/She develops a framework to manage risk in the organisation and oversees the implementation of workflow improvements.</p> <p>He manages and motivates a team, and is a self-starter in the improvement of marine operations and management of the organisation's ships</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>
	Oversee ship compliance to regulatory requirements and legislation	Coordinate safe and efficient operation of the ships in accordance with standards of international ship management, relevant legislation and quality standards Evaluate effectiveness of systems and strategies to monitor compliance Monitor reports to ensure ships meet requirements and possess the relevant documentation Evaluate emergency crisis management plans Ensure adherence to organisational Operations, Technical and Health, Safety, Quality and Environment (HSQE) policies and practices	In accordance to: <ul style="list-style-type: none"> <li>• International Maritime Organisation (IMO) code</li> <li>• International Labour Organisation (ILO) regulations</li> <li>• International Safety Management (ISM) code</li> <li>• International Ship and Port Facility Security (ISPS) code</li> <li>• Maritime Labour Convention (MLC) regulations</li> <li>• International Standards Organisation (ISO)</li> <li>• Standards for Training, Certification and Watchkeeping for Seafarers (STCW) convention</li> </ul>
	Oversee crew management matters	Endorse crew assigned to ships Provide inputs and direction for the development of in-house learning and development roadmap Conduct interviews and make recommendations on new hires Set goals, expectations and coach crew in line with organisation's competence and performance management objectives	
	Ensure voyage safety and optimisation	Review navigation audit or inspection report Analyse data from the navigation audit and inspection report to identify trends and risks	
	Manage maintenance of ships to ensure seaworthiness	Establish the Planned Maintenance System (PMS) for the business Oversee ship inspections, audits and dry dockings	
	Manage ship budget and expenditure	Analyse budget and expenditure reports Formulate resource budgets for ships and oversee costs	
	Manage business risks	Develop a framework and processes to manage business risk Ensure business risk procedures are complied with	
	Lead improvements to enhance efficiency	Drive a culture of innovation and efficiency to ensure processes are productive Monitor the effectiveness of workflow improvements	
	Manage resource planning	Develop strategies for resource planning and utilisation Review the utilisation of resources	
	Service client accounts	Manage contracts with ship owners, cargo owners and brokers Manage issues arising from servicing client accounts Manage information exchange between clients and business Maintain relationships with clients	

	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	<b>Skills and Competencies</b>	Budgeting	Level 5	Service Orientation
Business Continuity Management		Level 5	Interpersonal Skills	Advanced
Business Data Analysis		Level 2	Communication	Advanced
Business Planning		Level 4	Leadership	Intermediate
Cash Flow Reporting		Level 4	Creative Thinking	Advanced
Crew Management		Level 5		
Crisis Communication		Level 5		
Crisis Management		Level 5		
Cyber Security		Level 3		
Employee Relations		Level 4		
Financial Analysis		Level 4		
Financial Management		Level 5		
Fleet Procurement		Level 4		
Innovation		Level 5		
Learning and Development		Level 4		
Manpower Planning		Level 4		
Market Research		Level 4		
Networking		Level 5		
Organisational Strategy and Policy Realisation		Level 5		
Crew Management		Level 5		
Resource Management		Level 4		
Risk Compliance and Governance		Level 5		
Risk Control and Response Planning		Level 5		
Service Excellence		Level 4		
Ship Cyber Security		Level 5		
Ship Energy Efficiency		Level 4		
Ship Maintenance and Repair (Dock)		Level 5		
Ship Repair Management		Level 5		
Ship Safety Management Systems Audit	Level 5			
Technology Integration	Level 4			
<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.