

SKILLS FRAMEWORK FOR SEA TRANSPORT

SKILLS MAP - MARINE SUPERINTENDENT/SENIOR MARINE SUPERINTENDENT

Sector	Sea Transport			
Track	Shipping			
Sub-track	Ship Management			
Occupation	Marine Superintendent			
Job Role	Senior Marine Superintendent/Marine Superintendent			
Job Role Description	<p>The Senior Marine Superintendent/ Marine Superintendent ensures the safe operation of ships and compliance to the statutory requirements of the International Safety Management (ISM) Code and International Ship and Port Facility Security (ISPS) Code. He/She assists in the implementation and upkeep of the Safety Management System, analyses risk and ensures compliance to the organisation's risk management framework.</p> <p>He provides guidance to the Master on board for nautical matters and also conducts incident investigation on board the ship, while promoting a culture of continuous improvement.</p>			
Critical Work Functions, Key Tasks and Performance Expectations	Critical Work Functions	Key Tasks		Performance Expectations (For legislated / regulated occupations)
	Oversee ship compliance to regulatory requirements and legislation	Ensure ships maintain class at all times		In accordance to: <ul style="list-style-type: none"> • International Maritime Organisation (IMO) code • International Labour Organisation (ILO) regulations • International Safety Management (ISM) code • International Ship and Port Facility Security (ISPS) code • Maritime Labour Convention (MLC) regulations • International Standards Organisation (ISO) • Standards for Training, Certification and Watchkeeping for Seafarers (STCW) convention
		Ensure timely execution of surveys and certificates renewals and placement of documents on board ships		
		Ensure ships comply with International, flag state and port state rules and regulations		
		Ensure compliance to standards and regulations to minimise Non-Conformity Notes (NCN)		
	Oversee crew management matters	Brief crew on organisational policies, documentation and procedures		
		Conduct appraisals of the ship masters and chief mates		
		Ensure team members are trained, coached and mentored as required		
	Ensure voyage safety and optimisation	Conduct navigation audit and inspection to ensure safe execution of voyage		
		Ensure readiness of ships' cargo carrying capability		
		Maximise cargo space utilisation, in consultation and collaboration with commercial teams		
	Manage ship budget and expenditure	Monitor operating costs and submit quarterly budget follow-up reports		
		Submit reports on budget, monthly key performance indicators and targets		
	Manage resource planning	Optimise utilisation of resources		
		Acquire and allocate resources to support operations		
Ensure ships maintain adequate supply of critical and spare parts				
Manage business risks	Manage compliance to risk management frameworks, policies and processes			
	Analyse risk management data to identify gaps and propose corrective measures			
Lead improvements to enhance efficiency	Oversee implementation of workflow improvements to improve efficiency			
	Assess viability of workflow improvements			
Service client accounts	Update clients on ship status, using available information platforms			
	Maintain relationships with ship owners			
	Analyse market data to identify business opportunities			
Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Budgeting	Level 4	Service Orientation	Advanced
	Business Continuity Management	Level 4	Interpersonal Skills	Advanced
	Business Data Analysis	Level 2	Communication	Intermediate
	Business Planning	Level 4	Creative Thinking	Intermediate
	Cash Flow Reporting	Level 3	Problem Solving	Advanced
	Crew Management	Level 4		
	Crisis Communication	Level 4		
Crisis Management	Level 4			

	Cyber Security	Level 3	
	Employee Relations	Level 3	
	Financial Analysis	Level 3	
	Financial Management	Level 4	
	Fleet Procurement	Level 3	
	Innovation	Level 4	
	Learning and Development	Level 3	
	Manpower Planning	Level 3	
	Networking	Level 4	
	Organisational Strategy and Policy Realisation	Level 4	
	Resource Management	Level 3	
	Risk Compliance and Governance	Level 4	
	Risk Control and Response Planning	Level 4	
	Service Excellence	Level 4	
	Ship Cyber Security	Level 4	
	Ship Maintenance and Repair (Dock)	Level 4	
	Ship Repair Management	Level 4	
	Ship Safety Management Systems Audit	Level 4	
	Technology Integration	Level 3	
Programme Listing	For a list of Training Programmes available for the Sea Transport sector, please visit: www.skillsfuture.sg/skills-framework/sea-transport		

The information contained in this document serves as a guide.