

**SKILLS FRAMEWORK FOR SEA TRANSPORT
SKILLS MAP – HEAD OF CHARTERING**

Sector	Sea Transport			
Track	Shipping			
Sub-track	Commercial Management			
Occupation	Ship Charterer			
Job Role	Head of Chartering			
Job Role Description	<p>The Head of Chartering manages the chartering function and oversees a ship chartering team in the execution of the organisation's chartering business. He/She negotiates and/or evaluates potential business development opportunities and is able to synthesise complex concepts and information to distil them into actionable propositions.</p> <p>He is a self-motivated individual who works independently to lead a team and support their efforts in accomplishing goals and provides guidance where necessary.</p>			
Critical Work Functions and Key Tasks	Critical Work Functions		Key Tasks	
	Grow ship chartering business		Assess the optimal fleet size for the company, based on market conditions pertaining to build/purchase/charter of new vessels during growth periods and right-sizing during downturns	
			Build and develop new business pipelines to increase the organisation's market share	
			Oversee chartering negotiations for a fleet of vessels (carrying particular types of cargo), in particular for long-term charters and contracts of affreightment	
			Develop and evaluate chartering/trading strategies	
	Manage chartering operations		Coordinate with operation teams on matters pertaining to voyage operations (e.g. bunkering) and port/cargo operations (e.g. stowage, loading and unloading, agency appointments)	
			Monitor and manage chartering business performance to identify areas for revenue growth	
			Analyse the freight market to review existing trends	
			Set key performance indicators for team and business unit	
	Service client accounts		Develop and maintain the organisation's client portfolio of cargo owners, vessel owners and brokers	
			Foster and deepen relationships with clients among cargo owners, vessel owners and brokers	
	Manage business risks		Develop frameworks and/or standard operating procedures (SOP) to manage business risks in chartering operations	
			Ensure business risk procedures are complied with	
			Manage financial risks in the ship chartering activities, through hedging and assessment of counterparty risks	
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		
Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Budgeting	Level 5	Communication	Advanced
	Business Data Analysis	Level 3	Interpersonal Skills	Advanced
	Business Negotiation	Level 5	Leadership	Advanced
	Business Planning	Level 5	Problem Solving	Advanced
	Chartering	Level 5	Service Orientation	Advanced
	Cyber Security	Level 3		
	Financial Analysis	Level 5		
	Financial Management	Level 5		
	Innovation	Level 5		
	Market Research	Level 5		
	Networking	Level 5		
	Organisational Strategy and Policy Realisation	Level 5		
	Resource Management	Level 4		
	Risk Compliance and Governance	Level 5		
	Risk Control and Response Planning	Level 5		
	Service Excellence	Level 5		
Technology Integration	Level 4			
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.