



## JOB DESCRIPTION

Job Title :	Technical Adviser
Employee :	**
Date prepared:	July 2015
Line manager :	**
Immediate staff responsibilities:	None

### Overall purpose of the job:

To remain at constant readiness (24/7) to provide objective technical advice (both on-site and remotely) in relation to accidental spills of oil and chemicals worldwide and to provide technical knowledge to damage assessment, claims analysis, contingency planning and the provision of training.

### Person profile:

#### Person Profile

*Note that all the criteria below are essential unless stated otherwise (D= desirable)*

#### Knowledge and skills

- Strong verbal communication skills with the ability to deliver complex technical messages in a concise and clear manner.
- Good written and oral presentation skills in the English language.
- Ability to engage with senior personnel within government and other parties to deliver advice and recommendations, sometimes in a challenging environment.
- Ability to manage conflicting pressures in required timescales.
- Fully computer literate and familiar with a range of software packages
- Competent swimmer.
- *Fluency in more than one language. (D)*

#### Experience and qualifications

- A higher degree in a relevant scientific, engineering or related discipline.
- Relevant previous working and/or research experience and evidence of applying scientific principles and training in a practical sense.
- *Relevant practical experience of pollution control and/or the effects of pollution on marine resources (D)*
- Working experience of travelling under stressful and demanding conditions.
- Experience of working long hours when required.
- Full UK/European driving licence.

#### Personal qualities

- Confident, with a professional, diplomatic, respectful and patient manner.
- Strong interpersonal and teamwork skills.
- Confident traveller.
- Well organised

- Pays attention to detail and accuracy

**Circumstances**

- Willing and able to be available on a continuous basis (24/7) throughout the year and to travel extensively, sometimes at a few hours notice, to incidents anywhere in the world (where it is safe to do so) irrespective of personal inconvenience.

**Fundamental Job Functions**

The role can require the following activities to be undertaken in tropical, temperate and polar conditions. *Appropriate training and equipment will be provided.* Be able to:

- Function effectively and maintain professionalism during long working days and over extended periods in physically and mentally demanding circumstances.
- Climb a ship boarding ladder or pilot ladder to board a vessel.
- Walk and scramble, sometimes for several hours, over rough or uneven ground and includes ascending steep hills.
- Undertake voyages in small boats, sometimes in rough sea conditions, with transfers between different boats and the shoreline.
- Undertake safety training that includes the physical demands of Helicopter Underwater Escape Training, Personal Sea Survival Training and Arctic Field Survival Training.
- Fly in and climb in and out of small aircraft and helicopters.

**Principal responsibilities :**

**1 Response to marine spills**

On-site:

- a Provide advice on appropriate/effective response strategies and methods to mitigate damage to those in authority and/or having responsibility, sometimes in hostile or uncooperative situations, in order to promote effective spill response.
- b To facilitate and sometimes initiate a response on behalf of the shipowner and insurers, in consultation with the ITOPF anchor, and including where necessary, the organisation and importation of equipment, materials and personnel, in coordination with the Technical and Support Team as needed.
- c Undertake aerial reconnaissance and boat/shoreline surveys, to assist with the reporting of oil movement and the monitoring of contaminated or threatened shorelines, sensitive resources and effectiveness of clean-up operations.
- d Monitor the response operation, investigate any damage to the environment and economic resources and evaluate the consequences. Record and report findings concisely and promptly to the ITOPF anchor, P&I Club case handlers, shipowners, IOPC Funds, and others as appropriate, both written and verbal, sometimes under extreme time pressure and at inhospitable hours of the day.
- e Contribute technical advice to the P&I Club/IOPC Funds' and shipowner's strategy for managing the incident and handling any subsequent claims for compensation.
- f Liaise with and co-ordinate work of technical experts involved in an incident as appropriate. Co-ordinate and/or arrange for samples to be taken and analysed as necessary.

- g If appropriate, and within ITOPF's sphere of expertise, respond to requests for facts and interviews from the media.
- h Liaise with authorities, politicians, senior government officials, senior industry personnel and others, as appropriate, to discuss technical aspects of the incident (as they relate to the work of ITOPF) and to explain complex issues, such as response strategies, damage assessment, liability and compensation, preparation and submission of claims, etc. in a readily understandable manner.
- i Where necessary, facilitate joint monitoring programmes to delineate damage and/or to determine the extent of any preventative measures and/or restoration required.
- j Undertake repeat visits to the spill site to monitor progress, address problems and to further investigate damage claims as needed.

Office based:

- a To carry the 24-hr emergency pager when required and to react to any messages promptly and appropriately.
- b In conjunction with Technical Managers and the Technical Director, evaluate, on an emergency basis, the seriousness of any incidents reported to ITOPF and the need for further notifications to be made (e.g. to contacts in the affected country) and/or ITOPF's attendance on site.
- c For spills personally attended or involved with, monitor developments and the activities of those involved in the response and consider, in consultation with the anchor, whether a repeat visit to site is required.
- d Provide verbal and written technical advice and case-specific assessments (e.g. on risk or environmental sensitivities) often under tight time constraints and out of office hours.
- e Liaise with, and oversee the work of, other technical experts engaged on behalf of the shipowner, P&I Club and/or IOPC Funds, as appropriate, and with input from the anchor and/or managers.
- f Liaise with, and report to, the P&I Club case handler and/or IOPC Funds and provide reports on the developments of the incident as needed.

**2 Damage Assessment and Claims Analysis**

- a Investigate the scientific, technical and financial aspects of alleged damage to economic resources and the environment, in conjunction with the Technical and Support Team as needed, sometimes through on-site inspections and sometimes remotely.
- b Hold discussions with claimants and other parties as appropriate to establish facts or to give advice on the operation of the compensation regimes, claims preparation and submission, claims admissibility and the claims assessment process, including ITOPF's role.
- c Prepare claims assessments and reports for consideration by those paying compensation in a timely manner, in conjunction with the Technical and Support Team as needed.

- d Define, co-ordinate and monitor the programme of work of other experts engaged by P&I Clubs and IOPC Funds to assist with the investigation of damage and/or assessment of claims, as appropriate, and with input from more senior technical colleagues.

### **3 Contingency Planning and Advisory Work**

- a Use ITOPF's in-house expertise to advise government authorities/agencies and shipping and oil industry organisations internationally on preparedness and response to accidental oil and chemical spills in order to help them to develop effective policies worldwide.
- b Review and comment on government and industry contingency plans internationally. Gather and analyse detailed information to assist with contingency planning assignments. Attend on-site to provide advice and/or attend exercises to test contingency plans, as necessary.
- c Undertake studies on specific oil/HNS preparedness and response related topics for international organisations, government agencies and others as requested (e.g. risk assessments).
- d Help to establish and maintain the IOPC Fund claims admissibility guidelines and provide advice on interpretation, including technical contributions to text, as appropriate.
- e Identify and maintain contacts with R&D organisations and contribute to their R&D programmes as required, provide experience-based advice on R&D programmes and at R&D conferences, seminars and workshops.

### **4 Training and Information**

- a Provide presentations and, where necessary written papers, for external training courses, seminars and conferences to all levels of personnel involved in oil or HNS spills, as well as other professionals with a wider interest in these issues (e.g. politicians, lawyers, civil servants, academics)
- b Organise and participate in internal and external oil/HNS spill drills and exercises, (e.g. in-house HNS exercises, oil and shipping company exercises, OSRO's). Provide critiques of these exercises as appropriate.
- c Maintain awareness of developments in oil spill response techniques and the fate and effects of oil and chemicals in the marine environment, as well as of other issues of consequence, (such as legislation, commercial issues, new technologies). Share the specialised technical knowledge gained with the technical team, for example, through participation in the ITOPF internal working groups.
- d Contribute to the maintenance of ITOPF's relationships with government and industry bodies, including but not limited to; lead authorities and supporting government agencies worldwide, P&I Clubs, IOPC Funds, IMO, EMSA, OSROs, shipowners, Salvors and Salvage Consultants, IPIECA, ICS, INTERTANKO and OCIMF.

- e Identify opportunities to utilise in-house information to prepare papers/articles and to represent ITOPF at international and national fora concerned with oil and chemical pollution.
- f Contribute to the technical content of ITOPF publications, website and other material as needed, and identify potential improvements or additions where appropriate.
- g Assist with the organisation of internal training courses for ITOPF staff (e.g. technical information exchange workshops, HNS response training, sea survival, HUET, HAZWOPER), prepare and present in-house briefings and invite and host guest speakers to give talks on specific topics.

**5 Other responsibilities**

- a Assist the Technical Director and Technical Managers with the activities of the Technical Team as requested.
- b Contribute to the development of ITOPF's Strategic Objectives, fulfilling and implementing strategic tasks assigned in good time.
- c Promote the role and work of ITOPF to governments, the global shipping industry and the spill response community internationally.

**6 General Requirements**

- a Complete other tasks and duties, as consistent with the level of the post, if and when required.
- b Always comply with record keeping and document storage procedures.
- c Always consider and take responsibility for the health and safety of self and others, and adhere to health and safety guidance at all times.
- d Ensure confidentiality of information acquired during the course of employment at all times.