



Job title Second Officer SDPO

Department Deck

Location Vessel

Reporting to Chief Officer

Description and Main Purpose of Job

To act as a senior navigation and DP watchkeeper on board assigned vessel and to deputise for the Chief Officer as required.

Jointly responsible, with the Second Officer DPO, for the upkeep and maintenance of all safety and navigational equipment and documents; and for the planning of navigation activities, in accordance with SOLAS V and Master's requirements.

Undertake emergency response duties as required.

Main Duties and Responsibilities

All employees should make themselves aware of and understand their responsibilities as detailed within the integrated management system.

They should also strive to become fully familiar with the vessel's structure and layout; safety arrangements and requirements; and instructions and facilities.

Ensure that all safety and environmental protection requirements are met during all operations, in accordance with international, national and local legislation, Company requirements, and industry guidance and best-practice.

Assist as required with the periodic review and update of task risk assessments and COSHH records as applicable to vessel system maintenance and repairs.

Ensure accurate completion by personnel within the deck / watch department of checklists, planned maintenance records; and other company required documents.

Monitor deck activities, and ensure they are being conducted safely and in accordance with applicable procedures.

To ensure that, when the person in charge of the navigation of the ship changes, that this is communicated and confirmed by both watchkeeping officers.

The 2nd Officer SDPO shall take charge of DP and navigational watches, as required.

Ensure that vessel navigation is conducted in accordance with SOLAS Chapter V, legislative and Company requirements.



Perform the role of Helicopter Landing Officer, if qualified and required.

Be responsible for maintaining the ship's muster lists and Station Bills; and accurate POB records while on watch.

Understudy the Chief Officer to enable promotion when appropriate.

Assist the Chief Officer in the updating of maintenance records.

Take charge of mooring/unmooring operations as required.

Liaise as required, and maintain good positive working relationships with clients.

Accurately maintain radio logs and accounts for all radio communication to and from the vessel.

Attend to bridge and vessel administration as required.

Other duties as required by the Master.

Health, Safety and Environmental responsibilities

All employees have a duty to:

- **Take reasonable care** for your own health and safety and that of others who may be affected by what you do or do not do;
- **Co-operate with your employer** on health and safety matters;
- **Correctly use work items** provided by your employer, including personal protective equipment, in accordance with training or instructions; and
- **Not interfere with or misuse** anything provided for your health and safety or welfare.

All employees shall participate actively in ALL **health and safety** activities and promote safe systems and practices as an integrated management approach to business.

All personnel are required to abide by the **environmental protection** processes in place and to actively participate in REDUCING, REUSING and RECYCLING schemes in place. All efforts to reduce emissions of Green House Gases through elimination, substitution, reduction or new / improved technologies must be considered through all activities.

Qualifications, certification and experience

Required

STCW REG A-II/1 (OOW Unlimited) Certificate of Competency. Valid Flag State Certificate of Competency and appropriate seagoing service for position held.

Unlimited DPO Certificate. At least one years' DP2 vessel experience in a senior DPO position, or suitable experience within the Company.

Valid ENG1 (medical fitness certificate) or accepted equivalent



Personal Survival Techniques (STCW Code – Table A-VI/1-1)

Fire Prevention and Fire Fighting (STCW Code – Table A-VI/1-2)

Elementary First Aid (STCW Code – Table A-VI/1-3)

Personal Safety and Social Responsibilities (STCW Code - Table A-VI/1-4)

Proficiency in Advanced Fire Fighting (STCW A6/3)

Proficiency in survival craft and rescue boat (other than fast rescue boat) (PSC & RB)- (STCW A-VI/2)

Proficiency Medical first aid - (STCW A-VI/4-1)

Human Element and Leadership and Management (HELM) – Operational

Proficiency in Designated Security Duties- (STCW A VI/6.6-8)

Navigation Aids and Equipment Simulator Training (NAEST) (Operational)

German Language – CEFR standard Level A2 for Conversational & Written

Desirable

STCW REG A-II/2 (Chief Officer Unlimited) Certificate of Competency.

OPITO HUET

CAA Offshore VHF Radio

IMDG Awareness Course

Proficiency in Fast Rescue Boats (PFRB) - (STCW A VI-2-2)