



JOB DESCRIPTION

Job Title : **Technical Adviser**

Date prepared: August 2011

Location: London, UK

Company profile: The International Tanker Owners Pollution Federation Limited (ITOPF) is a not-for-profit organisation established in 1968 on behalf of the world's shipowners to promote an effective response to marine spills of oil, chemicals and other hazardous substances. We provide objective technical advice and information on all aspects of pollution response and the effects of spills on the marine environment. Our technical services include on-site clean-up advice, pollution damage assessment, assistance in spill response planning, and the provision of training and information.

As at January 2010, ITOPF's Members comprised 5,980 tanker owners and bareboat charterers, who between them own or operate about 9,800 tankers, barges and combination carriers with a total gross tonnage of 301 million GT. This represents virtually all the world's oil and chemical tank vessel tonnage. Associates of ITOPF comprise the owners and bareboat charterers of all other types of ship, currently totalling some 495 million GT.

ITOPF provides a broad range of technical services to its members, associates and their R&I insurers.
www.itopf.com

Overall purpose of the job:

To provide 24/7 objective technical advice (both on-site and remotely) in relation to accidental spills of oil and chemicals from ships and to provide technical support for damage assessment, contingency planning and the provision of training.

Qualifications and skills required

- A degree or higher in a relevant scientific discipline and ideally, 5 or more years' of relevant previous work experience or research experience including experience of applying scientific principles and training in a practical sense, of travelling under stressful and demanding conditions, and of working for long hours and managing conflicting pressures on time.
- Willing to be available on a 24/7 basis 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.
- Good written and oral presentation skills, computer literate, and having strong interpersonal skills.
- Fluency in more than one language is an advantage. Chinese is preferred
- Good physical fitness and health.

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 anchor, and including where necessary, the organisation and importation of equipment, materials and personnel, in conjunction with the Technical Support Team.
- c Undertake aerial reconnaissance and boat/shoreline surveys, as appropriate, to assist with the reporting of oil movement, affected areas, effectiveness of clean-up, resources affected or threatened.
- 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 pager from time to time and to react to any messages promptly and appropriately.
- b Evaluate, on an emergency basis, the seriousness of any incidents reported and the need for further notifications to be made and/or ITOPF's attendance on site, in conjunction with senior technical members of staff.

- c For spills personally attended, 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. risk, environmental sensitivities, etc.) often under tight time constraints and out of office hours.
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- 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 Support Team, 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, and claims admissibility.
- c In conjunction with the Technical Support Team as appropriate, prepare claims assessments and reports for consideration by those paying compensation in a timely manner.
- 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 the claims assessment, 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 relevant bodies on preparedness and response to accidental oil and chemical spills from ships in order to help them to develop effective policies.
- b Review and comment on government and industry contingency plans. 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 Funds' claims admissibility guidelines and provide advice on interpretation, 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 etc.)
- 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 etc.). Provide critiques of these exercises as appropriate.
- c Contribute to the writing and design of ITOPF publications, website and other material as requested.
- d 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 etc.). Share the specialised technical knowledge gained with the technical team, for example, through participation in the ITOPF internal working groups.
- e Contribute to the maintenance of ITOPF's relationships with industry and government bodies, including but not limited to the IMO, EMSA, IOPC Funds, OCIMF, IPIECA, ICS, INTERTANKO, Salvors, OSROs, P&I Clubs, shipowners, lead authorities and supporting government agencies worldwide.
- f Identify opportunities to utilise in-house information to promote the work of ITOPF, prepare papers/articles and to represent ITOPF at international and national fora concerned with oil and chemical pollution.
- g Organise internal training courses for ITOPF staff (e.g. sea survival, HUET, HAZWOPER etc.), 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 Any additional duties as shall be required from time to time to assist in the efficient running of the company.

Please feel free to contact Linda Hu should you have any query

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