Position Title:	Enforcement and Compliance Officer – Level II
Reports to:	Manager Safety, Compliance, and Response
Department	Safety Compliance and Response
Subordinates	
Contract Type	Open Contract
Salary Band	TBA

A. PURPOSE OF THE POSITION

The Enforcement and Compliance Officer Level 2 is responsible for supporting the Enforcement and Compliance Officer Level 1 and Manager Safety, Compliance and Response by conducting vessel clearances, assisting with data collection and document verification, and ensuring compliance with maritime regulations in a supportive capacity.

B. KEY RESPONSIBILITIES

1. Assist in conducting inward and outward vessel clearances efficiently and accurately.
2. Provide operational support to Level 1 Enforcement and Compliance Officers and the Manager Safety, Compliance and Response.
3. Collect, record, and maintain data on vessel operations to determine compliance levels.
4. Verify and assist in the documentation of relevant certificates and licenses.
5. Support the delivery of high-quality customer services related to surveys, registrations, licensing, and marine pollution.
6. Assist in monitoring and reporting on compliance with environmental regulations.
7. Participate in enforcement operations as directed by senior officers.
8. Conduct routine checks and assist in enforcement operations within allocated areas.
9. Report non-compliance issues to Level 1 Officers and assist in addressing these issues.
10. Provide administrative support and assist in the preparation of reports on enforcement activities.
11. Provide assistance to the response team in the event of a marine spill.

C. KEY PERFORMANCE INDICATORS (KPIS)

1. Accuracy and efficiency in assisting vessel clearances.
2. Timely and precise data collection and reporting.
3. Effective support to senior officers in resolving non-compliance issues.
4. High standards of customer service and timely information provision.
5. Compliance with environmental monitoring and reporting requirements.
6. Efficiency in routine checks and assistance in enforcement operations.
7. Responsiveness in addressing non-compliance issues under supervision.
8. Quality of administrative support and report preparation.
9. Participation and performance in assigned enforcement activities.

10. Accuracy in verifying and documenting relevant maritime certificates and licenses.

D. PERSON SPECIFICATION

1. Knowledge and Experience

i. Minimum of Boat Masters License with 4-5 years of experience or Class 6 Master/Engineer restricted with 5 years of experience.
ii. Class 4 CoC or Diploma is desirable with extensive maritime experience.
iii. Sound knowledge of Maritime Legislations and MSAF operations.
iv. Initial experience in maritime safety requirements and compliance issues.

2. Skills and Abilities

i. Good people and time management skills.
ii. Good written and oral communication skills.
iii. Ability to collect and maintain accurate data.
iv. Customer service orientation with basic understanding of surveys, registrations, and licensing.
v. Computer literacy and possession of a relevant valid driver's license.

E. PERSONAL CHARACTER

1. Reliable, tolerant, honest, and maintains a high level of integrity.
2. Adherence to MSAF's core values and zero-tolerance policy.
3. Strong commitment to Occupational Health and Safety (OHS) policies.

F. SPAN OF CONTROL

1. No direct reports but significant influence on compliance operations

G. FREEDOM OF ACTION

1. Operates under the supervision and guidance of Level 1 Enforcement and Compliance Officers and Manager Safety, Compliance and Response.
2. Requires approval from senior officers for significant actions such as reporting non-compliance and document verification.

H. PROBLEM SOLVING

1. Assists in researching and verifying non-compliance issues and supports senior officers in recommending appropriate actions.

I. CONTACTS

1. Daily liaising with HODs, technical staff, and as needed with the CEO and industry contacts.

J. CHALLENGES AND IMPACT

1. Ensuring accurate and efficient support in vessel clearance and compliance activities.
2. Contributing to the overall safety and regulatory compliance of maritime operations through effective support roles.

K. ADDITIONAL RESPONSIBILITIES

1. Assist other departments with administrative support during regulatory meetings and enforcement activities.