

Knowledge

Professional experience

- 'Knowledge of the sea'
- Professional knowledge of HR practice
- Understanding the industry

Conventions, resolutions, rules and regulations

- Knowledge of IMO, ILO, WHO Conventions & Resolutions
- Flag State regulations
- International and national employment laws

Industry standards

- Knowledge of Best Practice Guides and other industry standards appropriate to the HR function

Continuous professional development

- Updating of knowledge
- Keeping aware of changes in employment law and developments in employment practices

Human element

- Ability to define and operate a human resources strategy
- Ability to define standard competencies and identify gaps
- Ability to define staffing solutions and delivery plans
- Ability to define and manage organisational change
- Ability to evaluate operational solutions and obtain feedback

Skills

Human element

- Ability to recognise human element issues and predict consequences
- Ability to recognise the impact of shaping factors in the context of use on performance, motivation and safety

Experience

- Currency
- Leadership
- Change management
- Professional judgement
- Technical skills
- People skills

Communication

- Interpersonal skills
- Effective communicator
- Ability to listen

Continuous professional development

- Updating of skills and knowledge

Technical proficiency

- Recruitment and selection
- Induction
- Learning and development
- Employee relations
- Manpower planning
- Performance management
- Informed decision making
- Change management

Leadership, management, and cultural awareness

- Leadership skills
- Motivation of people
- Working together with different nationalities, religions and mentalities
- Affect of ergonomic factors on performance and motivation
- Problem solving
- Decisiveness,
- Managing and leading change

Attributes

Attitude

- Self-awareness
- Self-motivation
- Mental ability
- Intelligence
- Personality
- Character
- Commitment
- Decisive thinker
- Influencer
- Collaborative

Professionalism

- Professional standards

Integrity

- Moral soundness
- Honesty
- Freedom from corrupting influences
- Unprejudiced
- Role model
- Tactful

Transparency

- Openness
- Accountability
- Impartiality
- Independent
- Unbiased
- Consistent
- Credible

Temperament

- Confident
- Polite
- Firm
- Courteous

- Calm
- Patient
- Curious
- Driven to deliver
- Courage to challenge

Communication

- Clear
- Effective

Motivation

- Enthusiasm
- Adaptability
- Committed

Empathy

- Ability to bond with employees
- Promoting a sense of common purpose and understanding

Inspiring

- Exploiting employees' talents, skills and abilities

Willing to Learn

- Willingness to learn from others

Understanding

- Flexible
- Adaptable
- Understanding of human nature

Dedication to excellence

- Getting the best from employees
- Encouraging sharing of ideas
- Willingness to help
- Pride in employee accomplishments

The purpose of human resource management is to achieve safe and effective operation in the most timely and cost-effective manner by provision of the correct number of competent crew and support staff

The knowledge, skills and attributes required of HR professionals should cover three aspects of people and systems:

Manpower - the number of people required to do the jobs in both normal and emergency situations, to operate and sustain systems (of work). Including: scheduling, rostering, tour-of-duty planning and dealing with special circumstances (such as emergencies, turnaround etc), design of new (or rare) tasks, and estimation of staff required

Personnel – ensuring the correct mix of people onboard to operate and maintain the ship and its systems; the type of people required to operate and sustain systems (of work). Including: size, strength, competence, etc

Training – competency and familiarity with the ship and its systems