

<b>Job Title</b>	Agreements Unit Section Assistant (C1)
<b>Department</b>	Maritime Operations
<b>Reports to</b>	Agreements Unit Supervisor
<b>Direct reports</b>	None
<b>Other management</b>	None
<b>Main Job Purpose:</b> Processing Agreement applications in a timely manner, monitoring consultations, and verifies evidence in support of beneficial ownership.	
<b>Main Responsibilities</b> <ul style="list-style-type: none"> <li>• Responsible for processing Agreement applications in a timely manner, monitors consultations, assembles and verifies evidence in support of beneficial ownership</li> <li>• Represents the ITF to ship-owners, affiliates and inspectors in connection with agreement processes and related matters</li> <li>• Creates and maintains accuracy of databases and file records</li> <li>• Advises affiliates/ship-owners and tracks current status of applications</li> <li>• Responsible for identifying source of unallocated cash receipts relating to Welfare Fund and membership fees</li> <li>• Prepares and verifies refunds and follows up new owners to maintain ITF coverage of vessel</li> <li>• Responds to complex and other enquiries from internal and external sources in connection with FOC Campaign Policy</li> <li>• Researches shipping companies/vessels using various data and assists other sections with related research</li> <li>• Assists in the training of ITF Inspectors and provides briefings on ITF procedures, and the training of other members of staff</li> <li>• Attends relevant ITF meetings, as required</li> <li>• Occasionally translates texts, proof reads documents and provides oral interpretation where required</li> <li>• Keeps self and others informed of developments relevant to Section/Department</li> <li>• Participates in maritime projects and campaigns as required and may assist other sections where necessary</li> <li>• Assists the IBF Support Specialist in verifying that Collective Bargaining Agreements fulfil ITF policy</li> <li>• Prepares special agreements and related documentation</li> </ul>	
<b>Decisions</b> Determines which affiliate is entitled to claim the negotiating rights after researching the beneficial ownership of each vessels' application.  Checks that application data received is correct by referencing other sources and following up if the information cannot be reconciled.	
<b>Complexity</b> Analysing data from IHS Fairplay in order to ascertain where the beneficial ownership of a vessel lies.  Tracing the payment from the unallocated cash remittances, and advising the Finance department of the correct vessel's agreement period – may have to resolve issues such as the signatory being different from the payee and different information being on record about the vessel.  Verifies that Collective Bargaining Agreements fulfil ITF policy requirements.  Providing most up-to-date and accurate information regarding CBAs and Special Agreements to inspectors, ship-owners, charterers and affiliates.	

<p><b>Contacts</b></p> <p>Communicating with ITF affiliates, ITF Inspectorate and ship owners/managers regarding agreement application and coverage. Could be the signatory, administrator or liaison person for ITF.</p> <p>Working effectively with the ITF Finance department and across Maritime.</p> <p>Liaising with vessel charterers and lawyers representing seafarers.</p>
<p><b>Other important requirements of the job not covered above</b></p> <p>Good cultural awareness of working within an international and diverse environment</p> <p>Commitment to social justice</p>

**PERSON SPECIFICATION**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Education level, qualifications or equivalent</b>		
<b>Knowledge, experience and technical skills</b>	<p>Broad experience in general administration and data inputting.</p> <p>Effective oral and written communication skills.</p> <p>Competent in Microsoft Word at basic level and Excel at intermediate level.</p>	<p>Additional foreign language skills would be an advantage.</p>
<b>Personal attributes/skills</b>	<p>Ability to work as part of a team.</p> <p>Flexible/adaptable.</p> <p>Ability to work under pressure and meet fixed deadlines.</p> <p>Accuracy and attention to detail.</p>	
<b>Practical requirements e.g. hours, requirement to travel</b>		

**GRADED FEBRUARY 2015**