



JOB DESCRIPTION

Job Title	Agreements Unit Supervisor (B1)
Department	Maritime Operations
Reports to	Head of Maritime Operations
Direct reports(if any)	Agreements Unit staff x 10
Other management responsibilities	None

Main Job Purpose:

Responsible for the overall management and processing of approximately 12,500 ITF agreements and for ensuring that payments made to the Welfare Fund are allocated.

The day to day allocation of work, provision of assistance and support to Agreements Unit staff and to ensure work is completed in an effective and timely manner.

Effective monitoring of workloads and performance of each member of staff in the Agreements Unit.

Main Responsibilities

- Responsible for the day to day allocation of work, provision of assistance, support and monitoring of workflows in the Agreements Unit to ensure that workloads are handled in an effective and timely manner
- Responsible for ensuring that work procedures in the Agreements Unit are reviewed on a regular basis to ensure they are up to date, comprehensive, effective and comply with the Flags of Convenience (FOC) and related policies making recommendations where changes are felt necessary
- Responsible for ensuring that staff are trained, perform effectively and understand their roles and responsibilities, recommending training needs/solutions if a skills or competence gap is identified
- Responsible for performing 1-2-1's with each team member
- Responsible for overseeing the unallocated cash figures from Finance, and ensuring that the team members are diligent in identifying such payments
- Liaises with the Agreements Development Manager and the IBF Support Specialist on collective bargaining negotiations, agreements and approval procedures
- Assists the IBF Support Specialist in verifying that Collective Bargaining Agreements and wage scales fulfil ITF policy requirements
- Liaises with the Projects and Campaigns Leader and assists in the identification of available resources from the Agreements Unit to be involved on Maritime and ITF wide projects and campaigns at all times considering the skills required, duration of involvement and core work deliverables
- Signs off Maritime Operations Manager for ITF Welfare Fund refunds and picks up queries as appropriate in the absence of the Maritime Operations Manager
- Assist in the development and maintenance of a robust communication and education process in the Agreements Unit thereby ensuring fully that the aims and objectives of the team and the ITF as a whole are understood and that the team receives continuing educational development
- Attends all relevant meetings representing the ITF as required e.g. may lead a meeting during a week of action
- May deputise for the Head of Maritime Operations, as required



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Education level, qualifications or equivalent		
Knowledge, experience and technical skills	<p>Proven supervisory and motivational skills.</p> <p>IT literate in Word, Excel and PowerPoint at intermediate level.</p> <p>Sound knowledge of the maritime industry, related trade union structures and experience in collective bargaining would be an advantage.</p> <p>Good communication skills both written and oral in English.</p>	<p>Knowledge of other languages would be an advantage.</p>
Personal attributes/skills	<p>Good analytical and problem solving skills.</p> <p>Sound negotiation skills.</p> <p>Good organisational skills and the ability to handle diverse and pressing assignments simultaneously.</p> <p>Accuracy and attention to detail.</p> <p>The ability to exercise discretion, diplomacy, judgement and initiative.</p>	
Practical requirements e.g. hours, requirement to travel	<p>Some travel may be required</p>	