

CENTRAL CARIBBEAN MARINE INSTITUTE



Marine Operations Internship - Job Description

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Terms and conditions

Approximate start date:	15/08/2018
Contract Type:	Three-month contract with potential to extend, subject to performance, business needs and funding availability.
Probation Period:	n/a
Monthly Salary:	US\$500
Location:	Little Cayman, Cayman Islands, Caribbean
Benefits:	All accommodation and food will be provided by CCMI, medical insurance, \$250 flight compensation
Hours of Work:	Staff work a standard 45-hour week and are often required and expected to work longer days as required.

Job Description

Position Title:	Marine Operations Intern (MOI)
Reporting to:	Dive Safety Officer and Field Station Manager
Line Manager of:	Field Station Manager
Key Internal Relationships:	Operations Department Members Advancement and Communications Department Members Education Department Members Research Department Members
Working with:	The MOI will routinely liaise with education group chaperones, research groups and representatives from the local community.

Purpose:

- To ensure that all diving activities are in line with PADI and CCMI standards.
- To captain CCMI boats for the in-house research team as well as visiting education and research groups.
- Conduct any dive training and check dives.
- Conduct all onsite maintenance including: dive equipment, boat engine, vehicles and physical plant.
- Assist with education, operations and research programmes as required.

Responsibilities:

General

1. Ensure that all diving activities occur in accordance with PADI and CCMI regulations.
2. Ensure that all visiting education and research groups have received, correctly completed and submitted all necessary diving paperwork.
3. Complete and assist with any additional dive training for both guests and staff.
4. Conduct dive orientation briefings and gear distribution for new education and visiting research groups.
5. Drive all CCMI Boats, including:
 - a. A 34-foot Newton (hull) purpose-built dive boat with a capacity for 16 divers with 32 tanks, or 18 snorkelers,
 - b. A 21-foot Mako dive boat has a capacity of 4 divers with 8 tanks, or 6 snorkelers, and
 - c. A 12-foot Carolina skiff with a capacity for 2 divers with 4 tanks, or 4 snorkelers.
6. Deliver the CCMI annual maintenance plan, which includes grounds, facility, dive equipment as well as boats and vehicles.
7. Assist the DSO with the management of dive facilities and equipment including maintenance, cleaning, inventory and resupply.
8. Composing and contributing to regular progress reports.
9. Assist with training staff on boat handling and boat captain duties.
10. Lead and manage in-water activities such as snorkels and dives.
11. Represent CCMI in a professional manner when working alongside visiting education groups, visiting research groups and when interacting with the local community including the local dive operations.

Development

1. Assist in the develop and implementation of maintenance plans and service logs.
2. Conduct inventories of all on site equipment.
3. Interact and build relationships with marine educators, visiting researchers, university groups and the local community.
4. Assist in the development of the Little Cayman Community Lionfish Culling Programme, participating in lionfish culling activities including the organization of culls, leading cull dives as well as collecting and reporting data to the department of environment.

Other

1. Assist with research and education activities as required.
2. All employees must assist the with general operations including:
 - a. Helping with meal services.
 - b. Collection and movement of goods and equipment.
 - c. Facilities maintenance including tidying & cleaning.
 - d. Giving tours and talks.
 - e. Helping with preparing of boats for field work.

Personnel Specification

Area	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent project management skills with proven experience in dive safety, equipment maintenance, implementation, impact monitoring and evaluation • Ability to supervise the work of others • Strong verbal communication, presentation and networking skills • Strong written communication skills, including report and proposal writing • Strong prioritisation and time management skills, with ability to work to multiple deadlines and a clear focus on delivery of results • Advanced Microsoft Office skills, including Outlook and Excel • Fluency in English (spoken and written) • Boat captain license RYA Level 2 or equivalent 	<ul style="list-style-type: none"> • Experience in underwater videography and live broadcasting • Tropical marine technical conservation skills
Knowledge & Experience	<ul style="list-style-type: none"> • PADI Open Water Dive Instructor • Emergency First Responder Instructor • Knowledge of general marine science, particularly in biology, geology, chemistry, and oceanography • Experience servicing regulators, BCDs, tanks • Experience maintaining dive equipment, boats, vehicles and general field station equipment • Experience implementing standard safety practices field situations • Experience living in remote areas under communal living conditions • Working dive boat captain experience 	<ul style="list-style-type: none"> • Bachelor's degree in a relevant discipline (Marine Science, Conservation Biology or Education) • ScubaPro certified service technician • Experience captaining vessels in the Caribbean, specifically Cayman Islands • AAUS scientific diver • Nitrox Instructor • Full Facemask Instructor
Behavioural Qualities	<ul style="list-style-type: none"> • Commitment to CCMI's mission and vision • Professional attitude to all aspects of work • Commitment to organisational and legal compliance and to responsible management of donor funds • Output-driven • Rigorous and diligent approach to work • Ability to work under pressure and to deal with challenges in a positive way • Team player, demonstrating ability to seek out and harness the views and contributions of others • Self-starter, able to work well under own initiative • Ability to build positive individual and organisational relationships • Ability to work within a multi-cultural environment 	

Other	<ul style="list-style-type: none"> • Driver's license 	
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Competency Questions

Please provide one example that demonstrates your capability in the following core competencies required by a candidate to be considered for the position. In your response, please utilise the STAR technique with which you should outline the Situation, Task, Action and Response.

Core Competencies

Leading and Communicating

Description

Effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm. It's about supporting principles of fairness of opportunity for all and a dedication to a diverse range of students. It is about establishing a strong direction and a persuasive future vision, managing and engaging people with honesty and integrity and upholding the reputation of CCMI.

Making Effective Decisions

Description

Effectiveness in this area is about being objective; using sound judgement, evidence and knowledge to provide accurate, expert and professional advice. It means showing clarity of thought, setting priorities, analysing and using evidence to evaluate options before arriving at well-reasoned justifiable decisions. Leaders will be creating evidence-based strategies, evaluating options, impacts, risks and solutions. They will aim to maximise return while minimising risk and balance priorities to provide sustainable outcomes.

Managing a Quality Service

Description

Effectiveness in this area is about being organised to deliver service objectives and striving to improve the quality of service, taking account of diverse student needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality and efficient service, applying programme and project management approaches to support service delivery. It is about creating an environment to deliver operational excellence and creating the most appropriate and cost-effective delivery models for students.

Collaborating and Partnering

Description

People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people within and outside of CCMI to help get business done. At all levels, it requires working collaboratively, sharing information and building supportive, responsive relationships with colleagues and stakeholders, whilst having the confidence to challenge assumptions. It's about delivering business objectives through creating an inclusive environment, encouraging collaboration and building effective partnerships including relationships with other educational facilities.

Changing and Improving

Description

People who are effective in this area are responsive, innovative and seek out opportunities to create effective change. It's about being open to change, suggesting ideas for improvements to the way things are done, and working in 'smarter', more focused ways. This is about creating and contributing to a culture of innovation and allowing people to consider and take managed risks. Doing this well means continuously seeking out ways to improve implementation of activities, while creating a more flexible and responsive education programme. It also means making use of alternative delivery models including digital and shared service approaches wherever possible.

How to Apply

Applications, consisting of covering letter explaining why you feel you should be considered for this post, your answers to the competency questions following the STAR Format, a full CV and contact details for two referees (who will not be contacted without your consent) should be sent to manager@reefresearch.org.

Please mark your application **Marine Operation Intern, Little Cayman**.

The closing date for applications is **01st July 2018**.

Interviews: Interviews will be conducted via Skype between the **04th - 06th July 2018**.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.