

# Job Description

## Director – Chapter Member [Projects]

**Role Description (purpose):**

Senior role in Carnival Corporate Shipbuilding, as a recognised subject matter expert within the corporation and Chapter Member. As a Chapter member, plays a vital role within a dynamic and agile team, contributing to technical excellence, sharing specialized knowledge, and actively collaborating with fellow team members to foster innovation and achieve excellence.

The role of Director – Chapter member encompasses a dynamic blend of responsibilities, ranging from serving as a lead contributor within project teams under the guidance of a Project Manager to autonomously managing independent projects and tasks. This versatility allows for seamless adaptation to the evolving needs of the organization, ensuring efficient project management across a spectrum of scenarios.

Demonstrating a blend of technical expertise and agile methodologies, providing direction to ensure smooth operations, high-quality deliverables, and adherence to project timelines and budgets aligned with organizational goals.

Promotes interdisciplinary interaction within and between Chapters, fostering collaboration among various disciplines, championing continuous improvements in the newbuild processes, sharing knowledge, driving innovation and excellence, and contributing to the strategy for continuous people development and equal opportunity in the workplace.

<b>RUI:</b> (if updating existing JD)		<b>Grade:</b>	CCS05	<b>DBS check required</b> Y/N:	N
<b>Directorate:</b> (Operating Company where Applicable)	Carnival Corporate Shipbuilding	<b>Reports to:</b>	Chapter Lead		
<b>Function:</b>	Shipbuilding Resource Group	<b>Team:</b>	[Projects]		
<b>Direct reports:</b>	None but manages deliverables of assigned resources based on project-based activities				

**Accountabilities**

As a lead contributor to projects or managing specific project tasks and activities for Carnival Corporate Shipbuilding, responsibilities may encompass key deliverables across various stages of the new ship acquisition process for any Carnival brand, as well as specific projects defined by the CCS Executive Leadership Team (ELT). These accountabilities include, but are not restricted to:

- Lead contributor within a project team collaborating closely with the Project Manager, providing valuable expertise and support to ensure project success, or conversely manage standalone projects, where you will assume full responsibility for project execution, from planning through to delivery ensuring all aspects align with project objectives, timelines, budgets, and organisational goals.
- Adeptly engaging with stakeholders, fostering effective communication and collaboration. Whether acting as a lead contributor within project teams or independently managing projects, ensure that stakeholder expectations are understood, concerns are addressed, and relationships are maintained to support project success.
- In both collaborative and independent project scenarios, provide technical expertise in shipbuilding, design, and related domains. Leveraging deep knowledge and experience to provide valuable insights, solve complex problems, and drive technical excellence across project deliverables. Collaborate closely with cross-functional teams, sharing expertise and guiding technical implementation to ensure the delivery of high-quality, innovative solutions.
- Responsible for identifying, assessing, and mitigating project risks. Proactively anticipate challenges, develop risk mitigation strategies, and implement measures to safeguard project objectives and deliverables.

- Ensure the delivery of high-quality projects, maintain rigorous quality assurance processes, adhering to industry standards, regulatory requirements, and customer expectations to uphold the highest standards of quality in project deliverables.
- Ensure effective utilisation of resources assigned to the project, including personnel, equipment, and materials, to optimize project outcomes while adhering to budgetary constraints and timelines.
- Champion continuous improvements in the newbuild process, driving innovation, sharing knowledge, and supporting strategies for people development and equal opportunity in the workplace.
- Monitor project expenditures, track financial performance against budgets, and implement cost-saving measures where necessary to ensure financial objectives are met.
- Ability to adapt to changing project requirements, market conditions, and stakeholder expectations, demonstrating flexibility, agility, and resilience in navigating complex project environments.
- Share expertise and knowledge with other chapter members to foster a culture of continuous learning and improvement through knowledge-sharing sessions, workshops, and training programs within the chapter and department.
- Collaborate with other chapter members and leaders to align with functional goals, fostering effective communication and teamwork.
- The Director-Chapter member role extends beyond general responsibilities outlined above. You'll collaborate with cross-functional teams, leveraging your expertise to achieve specific function-related goals set by the organization at the start of each assignment.

#### **Health, Environment, Safety, Security (HESS) Responsibilities**

- Lead by example by taking care of the health and safety of you and others.
- Report all accidents, 'near miss incidents and work-related ill health and safety at work conditions to your respective line manager.
- Follow safety rules and procedures.
- Use work equipment, personal protective equipment, substances, and safety devices correctly.
- Take part in safety training & risk assessments and suggest ways of reducing risks.
- Appoint shore side risk assessment Subject Matter Experts as required to review and approve risk assessments.
- Actively promote safe working within your team and encourage safe behaviours.
- Demonstrate safety leadership in accordance with our safety leadership behaviours

#### **General Responsibilities:**

- Promote and advocate for agile principles and methodologies within the organization. Encourage adaptability, flexibility, and responsiveness in project execution.
- Foster a culture of accountability, transparency, and continuous learning across the team and organization. Encourage knowledge-sharing sessions, workshops, and training programs.
- Adhere to Corporate Policies and Procedures, including the Code of Conduct and Audit Procedures. Take responsibility for financial data entered, stored, or reported via business systems.
- Undertake any additional duties as required.

#### **Scope:**

As the Director - Chapter Member, you play a multifaceted role within the organization, combining leadership, collaboration, and autonomy to drive project success. Your responsibilities span from serving as a lead contributor within project teams to independently managing projects and tasks. This flexibility enables you to effectively navigate diverse project environments and fulfil the evolving needs of the organization.

#### **Problem Solving:**

- Take charge of identifying, innovating, and swiftly implementing the safest, most sound, and efficient solutions within the discipline chapters, ensuring a steadfast technical approach throughout the newbuilds process.
- Resolve escalated technical issues within disciplines and their interface with broader technical domains with decisiveness and efficiency.
- Identify, assess risks, and swiftly propose robust mitigation strategies for present and future projects.

#### **Impact:**

- Technical point of reference within the Corporation in relation to new build assets for the discipline, influencing critical project outcomes, quality benchmarks, and fostering innovation.
- Apply expert knowledge and skills directly impacting project success, elevating standards of performance and pushing boundaries of innovation.
- Lead by example, mentorship, and active knowledge sharing to enhance the collective capabilities of the entire team.
- Champion best practices within disciplines and across the broader corporation, driving excellence and efficiency.







**Leadership: (what level of management is required, ie multiple teams, or small teams):**

While the Director - Chapter Member may not have direct managerial responsibilities over specific teams or individuals, their influence and leadership impact are felt across multiple teams.

- Lead by example, embodying agile principles and demonstrating technical prowess to inspire and motivate teams.
- Set uncompromising standards for quality and craftsmanship, instilling a culture of excellence within the organization.
- Facilitate knowledge sharing sessions and workshops to foster continuous learning and development.
- Collaborate with the Chapter Lead to identify skill gaps and proactively recommend training or learning opportunities to enhance team capabilities.

**Demonstrable Behaviors (what needs to be demonstrated in 'how' to be successful in the role):**

- **Communication:** Clear and effective communication with team members, stakeholders, and senior management.
- **Collaboration:** Promoting collaboration and teamwork across different disciplines and departments.
- **Adaptability:** Flexibility and adaptability to navigate uncertainty and changing project requirements.
- **Decision-making:** Sound judgment and decisiveness in making critical decisions under pressure.
- **Conflict Resolution:** Ability to resolve conflicts and address issues in a constructive and timely manner.
- **Innovation:** Encouraging innovation and creative thinking to drive continuous improvement.
- **Resilience:** Resilience and perseverance to overcome challenges and setbacks in the pursuit of goals.
- **Ethical Conduct:** Upholding high ethical standards and integrity in all interactions and decisions.
- **Empathy:** Understand team dynamics and individual needs.
- **Strategic Thinking:** Align tactical efforts with long-term goals.
- **Influence:** Persuade stakeholders and drive consensus.
- **Professional Development:** Take ownership of your professional development, seeking opportunities for training and skill enhancement.
- **Negotiator:** Ability to influence others, particularly in technical and commercial arguments and utilising negotiation skills as necessary.
- **Flexibility:** Willingness to travel and work additional hours as needed.

Culture Essentials- Corporate Shipbuilding Behavioural Expectations	
 Speak Up	<ul style="list-style-type: none"> <li>• Set a direction for Corporate Shipbuilding</li> <li>• Challenge yourself and others.</li> <li>• Be prepared to have challenging conversations</li> </ul>
 Respect & Protect	<ul style="list-style-type: none"> <li>• Our Environment</li> <li>• Ourselves and each other</li> <li>• Our Stakeholders</li> </ul>
 Improve	<ul style="list-style-type: none"> <li>• Communication and listening</li> <li>• Teamwork and Collaboration</li> <li>• Continuous improvement</li> <li>• Diversity and Inclusion</li> </ul>
 Communicate	<ul style="list-style-type: none"> <li>• In a timely, honest and transparent way</li> <li>• Build bridges between teams and stakeholders.</li> <li>• Make the time to engage with your colleagues</li> </ul>
 Listen & Learn	<ul style="list-style-type: none"> <li>• Listen to Understand</li> <li>• Lead by Example</li> <li>• Sharing &amp; Learning</li> </ul>
 Empower	<ul style="list-style-type: none"> <li>• Trust your colleagues</li> <li>• Support colleagues</li> <li>• Recognise it is ok to make mistakes, it is how we learn</li> </ul>

**Knowledge, Experience and Qualifications required:**

<p><b>Qualifications – essential:</b></p> <ul style="list-style-type: none"> <li>• Degree in relevant specialist area</li> <li>• Chartered Engineer or Professional Qualification in Project Management</li> </ul> <p><b>Knowledge/ Experience – essential:</b></p> <ul style="list-style-type: none"> <li>• Experience of promoting and working in collaboration with both technical teams and other non-technical disciplines.</li> <li>• Experience of leading a leading cross functional team.</li> <li>• Substantial experience of working in environments such as ship building, classification societies, ship operators, technical suppliers, or engineering firm in a managerial position were regarded as the lead technical expert within a relevant discipline relating specifically to cruise ships.</li> <li>• Demonstrable experience of successfully delivering large, complex projects within the disciplines.</li> </ul>		<p><b>Qualifications – desirable:</b></p> <ul style="list-style-type: none"> <li>• MSc, MEng or MBA desirable</li> <li>• Project management recognized accreditation (e.g. Agile, PRinCE2, PMP)</li> </ul> <p><b>Knowledge/ Experience – desirable:</b></p> <ul style="list-style-type: none"> <li>• Marine operational experience working on a cruise vessel.</li> <li>• Demonstrable experience of successfully operating in a matrixed organisation</li> <li>• Previous mentorship or leadership roles within technical teams</li> </ul>		
<b>Issue Date:</b>	April 2024	<b>Issued by (name):</b>	Martin Vos	
<b>REWARD ONLY</b>	<b>Grade:</b>	<b>RUI:</b>	<b>Date Approved:</b>	<b>Initials:</b>