



28-29 Threadneedle Street
London EC2R 8AY
Telephone: + 44 (0) 20 7628 2555
Fax: + 44 (0) 20 7638 4376
Email: info@maritimeindustries.org
Website: www.maritimeindustries.org

Recruitment Pack: Programme Director and Secretary to Councils

Job Advert

About the Society of Maritime Industries (SMI)

The Society of Maritime Industries (SMI) (www.maritimeindustries.org) is the lead trade association for the UK's maritime engineering and business sector and its broad membership ranges from large prime contractors to SMEs. Member companies select to participate in one, or more, of six groups relevant to their activities in commercial marine, maritime defence & security, maritime autonomy, ports and terminal infrastructure, marine science & technology, maritime digital technology. Each group has a council of elected members led by one of the Society's directors and reports to the Society's governing board of senior industrialists.

A vacancy will occur when the present Programme Director and director of the maritime defence & security group (MDSG) retires before the end of 2019.

SMI is a not-for-profit organisation and provides a wide range of activities both internationally and in the UK for the benefit of the maritime engineering business community. The members' interests are represented by our six councils and our activities follow our objectives of presenting members with business opportunities, assisting with research and innovation, lobbying government and NGOs to improve the business environment, facilitating network opportunities and providing marketing and other services.

About the role

The position involves the dual role of Programme Director for the SMI, and Secretary to two Councils, the Maritime Defence & Security (MDSG) Council and the Maritime Autonomous Systems (MASG) Council.

Candidate Specification

The candidate is expected to have a strong Royal Navy background having operated at a senior level of approximately OF5 rank with deep experience of the MOD organisation, of defence procurement and support and with a good understanding of the domestic and export markets in naval systems and equipment. Ideally, a background in engineering would be an advantage.

Experience in commercial matters with cost centre responsibility is desirable together with a mature, confident and personable manner, able to liaise with contacts at the highest level. Excellent communication skills both orally and in writing are essential.

The candidate must live within a daily commute of our central London office and no relocation package is offered. The job does involve travel both internationally and within the UK.

Closing date for applications: Friday 14 June 2019



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Dear Applicant

Programme Director and Secretary to Councils

Thank you for your interest in this position. Enclosed is the information you require to assist you in applying for the role.

To apply please:

- Provide an up-to-date CV which shows your full career history with any breaks explained – we recommend that this is no longer than three pages;
- Write a covering letter of one page summarising how you meet the skills, knowledge and experience required for the role;
- Supply the names of two referees one of whom should be your most recent employer. **Please be assured references will not be called for unless an offer of employment is made;**
- Indicate your availability for interview. Initial interviews are expected to be undertaken week commencing 1 July 2019.

Please ensure your full name is on all documents and saved as name/CV/supporting statement. Please note that applications will not be considered unless documents are provided.

Applications and supporting statements should be e-mailed to rebecca.hawkins@maritimindustries.org

Applications must be received by 5pm on Friday 14 June 2019.

Should you require any further information or wish to discuss the role in more detail please contact me, on 020 7448 7020 or email to ce@maritimeindustries.org.

We look forward to hearing from you.

Yours sincerely,

John Murray
Chief Executive



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1. About the Society of Maritime Industries

The Society of Maritime Industries (SMI) is a member based trade association representing organisations in the maritime engineering and business sector. We promote and support companies which design, build, refit and modernise ships, and supply equipment and services for all types of commercial and naval ships, ports and terminals infrastructure, digital technology, maritime defence and security, marine science and technology, maritime autonomous systems and marine renewable energy.

SMI provides a wide range of activities both internationally and in the UK for the benefit of the maritime engineering and business community which follow our objectives of presenting members with business opportunities, assisting with research and innovation, lobbying government and NGOs to improve the business environment, facilitating network opportunities and providing marketing and other services.

SMI is a not-for-profit company limited by guarantee, with a Board of Directors elected from the membership. To ensure the wider interests of members are reflected, Councils are elected from companies operating in six specific sectors. The Board and Councils direct policy on a wide range of issues and initiate programmes of activities designed to benefit all members.

Financial decisions concerning SMI and the six specific sectors are exercised solely by the SMI Board. SMI strengthens its links with government by appointing Honorary Vice Presidents who are serving Members of Parliament.

SMI is managed by a Chief Executive and an executive management committee, comprised of Council Directors who are experts in their particular sectors, and four supporting staff.

Further information can be found on our web site www.maritimeindustries.org

2. Job Description

Job title: Programme Director and Secretary to two Councils

Role

The position involves the dual role of Programme Director for the Society of Maritime Industries (SMI) and Secretary to two SMI delegated Councils, one focussing on maritime defence & security (MDSG Council) and the other on maritime autonomous systems (MASG Council), as described in the duties and responsibilities.

Accountability

The Director is formally appointed by the SMI Board and reports to the SMI Chief Executive who is his/her line manager. In addition, the Director will be guided by the chairmen of delegated Councils in the administration and provision of services to their Councils within the constraints of available resources set by the SMI Board.

Duties and Responsibilities

Programme Director:

- Membership of the Society's executive management committee under the chairmanship of the Society's chief executive which meets on a six week cycle, approximately.
- Attendance, as a non-voting observer, at the quarterly meetings of the SMI governing board.
- Overseeing the financial viability of Society's overall events programme which includes: inward and outward trade missions; conferences, seminars and briefings; management of and participation in UK pavilions at relevant national and international exhibitions in the UK and overseas; SMI membership networking events.
- Organising the Society's annual conference in the UK.

Secretary and Administration of the two Councils:

- Act as Secretary to the two Councils under his/her responsibility.
- In co-operation with the SMI Chief Executive, liaise and sustain relations with appropriate government departments, agencies and allied organisations.
- Seek the views of the Councils' members on specific topics and represent their individual or collective opinions in the right quarters, liaising with the SMI Chief Executive on political lobbying as appropriate.



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- Keep the Councils' members informed of all matters of interest, including government, industry and marketing matters and the Society's wider activities.
- Ensure that Council meeting frequency, format and location engage the full membership, supporting these with appropriate papers and minutes of previous meetings.
- Ensure minutes of the Council meetings are made available to the wider SMI membership on the SMI password protected website once the minutes have been ratified by the appropriate Council.
- Provide news and reports, as required, for his/her Councils and for the SMI website.
- Provide professional advice to the wider SMI membership on UK and overseas markets in maritime defence and security and maritime autonomous systems, consulting, as necessary, with members of the relevant SMI Councils and other appropriate authorities.
- Put SMI members in touch with prospective customers at home and overseas.
- In conjunction with the SMI Operations Manager, recruit, establish, organise and administer:
 - Conferences, seminars and presentations with industry and other speakers.
 - UK Groups at national and international exhibitions in the UK and overseas.
 - Inward and outward missions including overseas travel.
- Supply contacts/updates to the Operations Manager for the SMI database.

Candidate Competencies

The candidate will most likely be seeking a new career and possessing the following characteristics:

- a strong Royal Navy background having operated at a senior level of approximately OF5 rank with deep experience of the MOD organisation, of defence procurement and support and with a good understanding of the domestic and export markets in naval systems and equipment.
- a confident communicator, articulate and with excellent drafting and secretarial skills and proven abilities as a team player in small organisations.
- Experience in commercial matters with cost centre responsibility.
- Capable of understanding the concerns and interests of members and of creatively seeking to promote members' interests.
- Mature, confident and personable manner able to liaise with contacts at the highest level.
- Ability to work on own initiative and organise time management effectively.
- Able to manage multiple commitments with over-lapping deadlines and results oriented.
- Computer literate and able to use the full suite of Microsoft Office in the administration of his/her duties.
- Live within easy daily commuting distance of the Society's offices in the City of London.



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- Prepared to undertake travel throughout the UK and overseas, which may involve week-end travel, on an occasional basis.

The Society reserves the right to amend this job description as necessary, after consultation with the post holder, to reflect changes in or to the job.



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3. Terms and Conditions of Employment

(For information purposes only)

Position

Programme Director and Secretary to two Councils
Permanent (full time)

Location

28-29 Threadneedle Street
London EC2R 8AY
Although the position involves UK and international travel

Hours of Work

The SMI office hours are Monday to Thursday 0900 to 1700 and Friday 0900 to 1600

Remuneration

Subject to negotiation and dependent on experience and work pattern.

Holidays

25 days plus normal 8 public holidays

Other Benefits

Sickness pay scheme and interest free season ticket loan once a probationary period of three months has been satisfactorily completed.

References

All references will be taken up before an offer for employment can be confirmed as final.