

PSS MP109

Manage personal and professional conduct and development



Overview

This standard covers the competence required to manage personal and professional conduct and development.

This standard considers the importance of maintaining professionalism and of updating skills in order to continually improve performance.

There are 2 elements:

- Maintain professional standards
- Improve personal performance

Target Group

This standard applies to individuals who have a duty to perform acts of pilotage to facilitate the safe and efficient use of the harbour.

Typically this will be the authorised Marine Pilot.

PSS MP109

Manage personal and professional conduct and development

Performance criteria **Maintain professional standards**

- You must be able to:*
- P1 determine if you are capable of conducting an act of pilotage safely and professionally
 - P2 notify the appropriate person(s) in the event that you believe that your capacity to conduct a safe and professional act of pilotage may be impaired
 - P3 conduct dealings with others professionally and constructively
 - P4 respond professionally to questions from the Master or members of the Bridge Team
 - P5 ensure personal safety
 - P6 contribute to the risk assessment process
 - P7 report incidents in accordance with procedure
 - P8 analyse activities being undertaken and identify potential problems
 - P9 contribute effectively to team working
 - P10 maintain high standard of personal and professional organisation

Continuously improve personal performance

- You must be able to:*
- P11 assess personal skills and development needs
 - P12 undertake development activities consistent with development needs
 - P13 regularly update yourself in respect of new regulations, port infrastructure, equipment and professional knowledge
 - P14 maintain an awareness of local, national and international statutory and advisory publications
 - P15 examine port hydrographic information routinely
 - P16 keep personal copies of published nautical charts up to date
 - P17 become acquainted with the characteristics of new harbour vessels or tugs commencing operations within the port
 - P18 manage your time effectively
 - P19 obtain feedback on personal performance to enhance future performance

PSS MP109

Manage personal and professional conduct and development

Knowledge and understanding

You need to know and understand:

- K1 port/organisation Safety Management Systems; Health and Safety arrangements, policies and procedures
- K2 your role, responsibility and objectives in contributing to the achievement of organisational objectives and targets
- K3 why maintaining and developing your knowledge, skills and competence is important:
 - K3.1 for you in your role
 - K3.2 to you as an individual
 - K3.3 in your organisation
- K4 the value of having learning and development interests
- K5 your own learning and development needs and how these will change over time
- K6 the purpose of appraisals/supervision and how these contribute to an individual's development
- K7 why it is helpful to get other people's views on your knowledge, skills and competence
- K8 the methods you can use to review how well you do your work
- K9 why it is important to think about how your role and the organisation that you work in will change over time
- K10 the methods available to you to find out changes to national and international maritime legislation and guidance
- K11 where you can go for support in learning needs self-assessment, planning your learning and to help you to learn
- K12 why you need to take responsibility for your own learning and development
- K13 how you can evaluate your learning, apply it and share it, where appropriate, at work
- K14 the reasons for keeping records of learning and development

PSS MP109

Manage personal and professional conduct and development

Developed by Port Skills and safety

Version number 2

Date approved January 2012

Indicative review date December 2016

Validity Current

Status Original

Originating organisation Skills for Justice

Original URN PSS MP109

Relevant occupations Marine Pilots

Suite Marine Pilots

Key words Marine pilots; manage; personal; professional; conduct; development