



Boat Safety Scheme Advisory Committee (BSSAC) Chair Role & Person Profile

Role Title: BSSAC Chair

Closing Date: 17:00 Monday 18 September 2023

Role Type: Voluntary Part-Time

Remuneration: Reasonable expenses

Note: this role and person profile should also be read in conjunction with the BSSAC Terms of Reference and the BSSAC Members Code attached.

BSSAC Chair Role Purpose

Boat Safety Scheme is a public safety initiative owned equally by the Canal & River Trust and the Environment Agency. Its purpose is to help minimise the risk of boat fires, explosions, or pollution harming visitors to the inland waterways, the waterways' workforce, and any other users and to help protect adjacent property, as it is to these parties that the Navigation Authorities may have duties in law.

The purpose is equally to contribute to the common goal to make the waterways a safe, attractive, and pleasant environment for all. The scope of the work covers those UK inland waterways covered by the 15-navigation authorities participating in the Scheme.

An opportunity has arisen for a constructive, dynamic, and well-organized individual to join the BSS Advisory Committee as the chairperson. The Boat Safety Scheme Advisory Committee (BSSAC) provides advice to the Management Committee on all aspects of the operation of the scheme. The Advisory Committee comprises members drawn from the Navigation Authorities, the Examiner Bodies, the Marine Industry and User representatives. It is a large committee that aims to represent all stakeholder views and seek their consensus before making recommendations to the Management Committee.

The BSSAC receives proposals from the Technical Committee and considers how they can be applied within the aims of the scheme; it also reviews the operation of the scheme and looks to identify future trends that will impact on the scheme's risk assessment.



Stakeholders

Navigation Authority Representatives

- Canal & River Trust
- Environment Agency
- Broads Authority
- Association of Inland Navigation Authorities - AINA

Boat User Representative Organisations

- Residential Boat Owners Association – RBOA
- Inland Waterways Association - IWA
- National Association of Boat Owners - NABO
- Royal Yachting Association – RYA
- Association of Waterway Cruising Clubs - AWCC
- The Boating Association - TBA

British Marine Federation (trade) representation

- British Marine (1) - Executive interests
- British Marine (2) - Hire boat operators
- British Marine (3) - Boatbuilding

Practitioner Representative bodies (Examiners and surveyors)

- Association of Boat Safety Scheme Examiners - ABSSE
- Yacht Brokers Designers & Surveyors Association - YDSA
- International Institute of Marine Surveyors - IIMS

Boat Safety Scheme

- BSSTC Chair
- BSS Business & Technical Manager
- BSS Manager
- BSS Secretariat

Corresponding Member

- Maritime and Coastguard Agency - MCA

BSSAC Chair: Role

The Chair is independent of the BSS Office and the Scheme's owners. The role is to support and uphold the principles of the BSS including by ensuring each member representing an interest has the opportunity to input into meetings, appeals panels, working groups and other fora, thereby making sure that the BSS is given well-rounded advice.

The Chair will work with BSS office on scheduling and preparing work for the BSSAC but must remain independent and without a narrow opinion.

The committee also has a review function in terms of the overall operation of the Scheme.



The Chair will hear all stakeholders' views before making recommendations to the BSS Management Committee. The Advisory Committee is not a decision-making body and the ultimate authority for any action rests with the Management Committee and the navigation authorities who are the owners of the Scheme.

This approach enables the Committee to reach proportionate decisions or make recommendations that will help minimise boat-related risks to all waterways' visitors, neighbours to the waterways and the waterways' workforce.

Key Responsibilities:

- To chair at least 3 committee meetings a year.
- Work with BSS office on scheduling and preparing for meetings.
- Ensure Committee members provide efficient and quality support for the BSS.
- Represent the BSSAC at the two Management committee meetings annually.
- Contribute to ad hoc working groups, panels, and correspondence discussion groups
- Maintain accurate and well organised systems of records that are easily retrievable.

Note: meetings are currently a mix of online video conferencing and attended events

BSSAC Chair: Knowledge, Skills/Qualifications & Experience

Ideally you will be an experienced 'process manager' with demonstrable knowledge and skills to help drive issues through Committees in a timely process that will apply an accepted risk grading criteria.

Skills/ Qualifications:

- Experience of the inland waterways and boats is key.
- Some knowledge of working safely and risk assessment.
- Experience of working as or with volunteer(s).
- Able to provide a good standard of written communication and proven ability to present non-technical data to technical audiences.
- Communication skills that allow you to inform, help and advise other professionals clearly and professionally.
- Ability to deal with difficult and potentially confrontational situations.
- Confidence, patience, politeness, tact, and diplomacy.
- A high standard of written English is required together with competency in use of email, Microsoft Office tools and video conferencing packages.
- Membership of relevant professional bodies at appropriate levels is an advantage.



BSSAC Chair: Statement of Engagement

At the BSS we care passionately for waterways, and as importantly, for those who look after and use them. The Scheme strongly upholds the principle that our wider support team brings with it a diversity of ideas, thinking and ways of working which enhances what we do. We aim to represent the diverse communities we are part of and welcome applicants from across all sectors of the community.

BSSAC Chair: How to apply

Please can make an expression of interest for yourself, or someone else with their specific permission to share details in the following way:

Send a short covering email setting out why you would like to be considered. Please also attach a supporting statement as to how your background fits the role, skills, knowledge, and experience we have set out above.

Please also include the most suitable phone number we can reach you and we will respond to the email address the message arrives from unless you provide an alternative preferred correspondence email details. (Note: Short-listed candidates will be invited for interview).

Please send this to the

BSS Committee Secretariat

Subject line: BSSAC Chair Expression of Interest in the role

bss.office@boatsafetyscheme.org by 17:00 Monday 18 September 2023