

Job Description – Technical Adviser – Diving

Job title:	Technical Adviser – Diving
Department:	Technical & Safety
Reports to (role):	Diving Manager
Staff or contract:	Permanent
Date revised:	February 2026

PURPOSE OF THE JOB

This role works closely with the IMCA Diving Manager to help deliver the technical work programme of IMCA's Diving Division Committee and to support delivery of IMCA's training course and diving contractor membership audits.

Key Responsibilities

Deliver IMCA's Diving Division Management Committee Objectives

- Participate in assigned IMCA Diving Division committees and workgroups, including preparing agendas attending/chairing meetings and delivering action items.
- Prepare new, and review/update existing IMCA Diving Division technical guidance documents and Information Notes.
- Provide technical advice to IMCA Diving Division committee (and associated sub-committees / work groups).

Industry Engagement

- Prepare and deliver diving technical presentations for national and international audiences.
- Collaborate with members of IMCA's technical, communications and support teams.
- Support Regional Committees and Business Development teams with Diving expertise Provide support to IMCA members on diving technical enquiries.
- Communicate the benefits of IMCA membership to relevant organisations.

Support with IMCA Diving Training Courses

- Respond to enquiries/applications from training establishments that provide IMCA Diving Division approved courses (Diving Supervisor, LST, ADSI and DMT training).
- Travel nationally and internationally to conduct on-site audits of training schools delivering IMCA Diving Division approved courses (Diving Supervisor, LST, and DMT training).
- Re-audit approved training establishments as required.
- Oversee and advise on the correct functioning of the IMCA Diving Supervisor and LST examination and certification systems.

IMCA Diving Contractor Membership

- Conduct audits of applicants wishing to become contractor members of the IMCA Diving Division.

- Travel nationally and internationally to conduct on-site audits of applicants wishing to become contractor members of the IMCA Diving Division.
- Re-audit contractor members of IMCA's Diving Division as required.

1 SKILLS AND EXPERIENCE – TECHNICAL ADVISER – DIVING

Experience and Qualifications

- A qualification in auditing or relevant professional experience is desirable.
- A formal (or by experience) professional engineering or marine or diving industry qualification.
- Significant knowledge and experience of offshore operations and offshore diving.

Skills

- Proactive and self-motivated with the ability to take initiative.
- Strong organisational skills with the ability to prioritise and meet deadlines.
- A structured and systematic approach to work tasks.
- Strong written and verbal communication and presentation skills.
- Well-developed interpersonal skills with the ability to work with people at all levels.
- Ability to deliver technically accurate and logical work.
- Ability to facilitate and contribute to technical discussions.
- Comfortable working independently and as part of a team.

Knowledge

- Advanced technical knowledge of diving systems (surface supplied and saturation (closed bell)).
- Extensive knowledge of offshore diving operations.
- Extensive knowledge of diving safety management systems and the principles of safe diving practice.
- Broad experience of shipping and international offshore construction (technology, operations, projects and companies).

This job description documents the key roles and responsibilities and is not intended to be an exhaustive list; other duties may be required and/or amended depending on the needs of the business.