

Job Description – Head of Technical and Safety

Job title:	Head of Technical and Safety
Department:	Technical
Reports to (role):	Chief Operating Officer
Employment Type:	Permanent
Date revised:	September 2025

ABOUT THE ROLE

Head of Technical and Safety – This role will lead IMCA’s technical teams, ensuring the development and alignment of divisional roadmaps to IMCA's strategy, publishing documents to keep members informed, and delivering safety and sustainability improvements across all technical divisions. This role involves supporting technical committees, supporting the delivery of successful IMCA events, and collaborating with other leadership team members to ensure a high-performing team. This role will play an important (and necessarily challenging) role in the review of all committees, working groups, outputs and functions within technical, safety and sustainability which will be conducted in line with governance and strategy work in 2025/2026.

KEY RESPONSIBILITIES

- Lead, mentor, and develop a team of technical and safety professionals to drive continuous improvement, high performance and delivery against strategic goals.
- Responsible for divisional roadmaps aligned to IMCA’s strategy for each technical specialisation, in line with the IMCA strategy. This will include publishing documents and information notes, and supporting the publication of articles to keep members informed.
- Oversee the development, review, and publication of technical guidelines and operational best practices across all divisions ensuring technical content is accurate, relevant, and reflects current industry challenges and innovations.
- Delivering safety improvements across all technical divisions, including publishing annual safety reports and safety flashes.
- Driving sustainability improvements across all technical divisions focusing on driving changes, initiatives, and supporting the internal management of key elements of sustainability.
- Liaise and support technical committees at divisional level ensuring that IMCA’s technical committees, working groups, outputs, and functions within technical, safety, and sustainability are operating efficiently and effectively.
- Represent IMCA in global forums
- Responsible for the delivery of successful IMCA events (e-Conferences, webinars and in-person events), working with the Communications team, in line with IMCA strategic objectives and goals and ensuring collaboration across teams aligned to future governance frameworks and strategic thinking.
- Support, as part of the extended leadership team, the daily delivery of the smooth running of IMCA in a collaborative and high performing team, effectively and efficiently delivering against IMCA strategy, objectives, and KPIs.

PERSON SPECIFICATION – HEAD OF TECHNICAL AND SAFETY

Experience and Qualifications

- **Essential:**
- Proven leadership experience in offshore marine contracting or related technical fields.
- Understanding of technical, safety, and sustainability roles including:
 - Demonstrated ability to deliver safety and sustainability improvements across technical divisions.
 - Strong track record of aligning divisional roadmaps with organisational strategies.
 - Experience in developing and publishing high quality technical documents.
- Experience in supporting technical committees and working in partnership with colleagues to deliver successful Global events.
- Strong leadership skills to drive high performance and embed IMCA's values and behaviours.
- Experienced stakeholder manager and collaborator with the ability to drive change and influence diverse groups of suppliers, corporate partners and members.

- **Desirable:**
- Experience working with volunteers and external stakeholders on technical committees and working groups across technical, safety, and/or sustainability-related fields
- Leading structural change and driving efficiencies / effectiveness / performance across complex specialist teams
- Experience working with sustainability initiatives and internal ESG strategies.

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.