



## TASMANIAN PORTS CORPORATION PTY LTD

### POSITION DESCRIPTION

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<b>POSITION TITLE:</b>	Marine Scheduler
<b>REPORTS TO:</b>	Manager Towage
<b>DIVISION:</b>	Growth and Operations
<b>LOCATION:</b>	LAUNCESTON (STATEWIDE)

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#### **PURPOSE OF THE POSITION**

To provide support to the Marine Department through the safe and effective scheduling of the towage fleet, pilot launches, work boats, equipment, and associated personnel. To develop and document clear and robust scheduling processes in collaboration with internal stakeholders including Vessel Traffic Services and Commercial & Trade. To achieve safe and optimal utilisation of marine crew through identifying opportunities for improved rostering of crew and assets. To actively monitor fatigue risks and implement mitigation measures using scheduling levers.

#### **KEY ACCOUNTABILITIES**

##### ***Operational & Technical***

Ensure frontline marine services are scheduled to optimise both safety and productivity through:

- Developing scheduling processes for fleet and personnel in line with TasPorts Fatigue Management framework and various Employee Agreements;
- Documenting process flows and procedures to facilitate sustainable scheduling;
- Maintaining relationships with internal stakeholders while ensuring arrangements meet shipping requirements and training obligations;
- Providing input into crew utilisation and associated payroll processes;
- Providing support to Marine Business Superintendent for performance reporting and resource forecasting;
- Establishment of strong communication lines with both frontline personnel and Vessel Traffic Services;
- Ongoing monitoring of asset and resource utilisation to identify any potential constraints or opportunities to meet future growth demands;
- Ongoing engagement with marine fleet and operational superintendents to ensure asset/resource availability and planned maintenance is considered;
- Providing input into accounts related queries; and
- Providing coverage for the Marine Business Superintendent where required.

##### ***People and Leadership***

Provide support to frontline and marine leadership teams through:

- Effective resource scheduling to maintain safety and fatigue management;
- Effective scheduling to ensure compliance with all business and regulatory requirements;
- Effective scheduling to meet all operational and budget requirements;
- Ongoing engagement with the frontline workforce to reduce any risk associated with industrial relations and develop a positive team culture;
- Representing the Marine Division at both internal and external forums as required by the Marine leadership team; and
- Ensuring high levels of customer service.

#### **KEY SUCCESS FACTORS**

Critical challenges and focus areas for the role in the short to medium term include:

- The development and implementation of robust scheduling processes to meet accountabilities as listed above;

- Supporting the development and implementation of detailed performance reporting systems and processes;
- Supporting identification of business system and other continuous improvement opportunities particularly with respect to rosters and scheduling optimisation;
- Gaining an intimate knowledge of resource allocation principles and fatigue management processes including FAID;
- Supporting marine business superintendent in data capture and analysis;
- Building a positive culture across all marine operations teams through effective engagement;
- Meeting all requirements as outlined in TasPorts policies/ procedures and other statutory obligations;
- Assisting with the ongoing management of the Marine Management system.

## KEY CAPABILITIES

1. Marine operations and port experience;
2. Proven experience in marine resource rostering and scheduling;
3. Working knowledge with digital systems and other technological solutions;
4. Proven self-management skills including the ability to prioritise tasks, manage multiple and complex issues and coordinate work programs;
5. Solutions focussed and actions orientated to resolve potential conflicts and risks;
6. Solid administrative and high level interpersonal and negotiation skills; and
7. Excellent written and verbal communications skills.

### *Essential*

- Current drivers' licence
- Ability to obtain and hold a Maritime Security Identification Card (MSIC)
- Previous scheduling experience in maritime environment

## ADDITIONAL ROLE INFORMATION

### *Employment Conditions*

Permanent full-time (contract)

### *Authorities*

- This role carries the delegated authorities as defined in the Tasports Delegations Manual Tasports Health, Safety and Environment Responsibility and Authority: Refer to Section 4 of the *Tasports HSE Responsibility and Authority Procedure*

### *Direct reports*

- Nil