



TASMANIAN PORTS CORPORATION PTY LTD

POSITION DESCRIPTION

POSITION TITLE:	Port Operations Supervisor – Flinders Island
REPORTS TO:	Regional Operations Manager North
DIVISION:	Operations and Business Improvement
LOCATION:	North
CONDITIONS:	Permanent full-time (TasPorts Enterprise Agreement 2023)
CLASSIFICATION:	Operations Supervisor

PURPOSE OF THE POSITION

The purpose of the position is to assist the Regional Operations Manager North in ensuring that the day-to-day port based operations and port security requirements are performed in an efficient, effective and timely manner.

KEY DUTIES

- Inspect, monitor and report on TasPorts wharf and port facilities and activities. This includes reporting of hazards or potential hazards as it relates to health, safety and environmental issues.
- Ensure all relevant services provided are recorded and charged appropriately.
- Manage and control compliance with all relevant acts, regulations and standards relating to the transportation and storage of goods within the port area including dangerous and hazardous goods in transit.
- Coordinate the day-to-day activities of wharf operations staff and engage and supervise external contractors as required.
- Ensure all port users, including lease holders, comply with relevant contracts and legislation.
- Assist with port facility plans and implement relevant strategies in conjunction with the Security Manager including monitoring of restricted port areas.
- Ensure that all relevant equipment is operational, tested, calibrated and maintained. This also includes responsibility for the maintenance and control of emergency response equipment.
- Assist with maintenance activities such as providing initial scope and resources identification for works as requested.
- Supervise mooring and lines crews including acting as Lines Foreman.
- Supervise and where appropriate assist with the cleaning of wharves, sheds, pavements, road ways and general port areas.
- Where required, act as the Port Facility Security Officer.
- Perform other duties as required in accordance with qualifications and competence.

LEVEL OF RESPONSIBILITY / ACCOUNTABILITY

Reporting to the Regional Operations Manager North, this position is responsible for ensuring the safe and efficient operation of the relevant port. This position operates with a high degree of autonomy and is responsible for the activities of Wharf Operatives and external contractors. The incumbent is expected to display a high degree of initiative to make timely and accurate decisions and resolve problems that may arise within their area of responsibility.

TasPorts Health, Safety and Environment Responsibility and Authority

Refer to Sections 4.6 and 4.7 of the *TasPorts HSE Responsibility and Authority Procedure*

Supervisory Responsibility

Direct reports: 2

Indirect reports: nil

KNOWLEDGE, SKILLS AND EXPERIENCE (SELECTION CRITERIA)

1. Experience in a working port operations environment with demonstrated knowledge of regulatory requirements of maritime port security and handling and storage of dangerous goods.
2. Demonstrated working knowledge of health, safety and environment risks and hazards and commitment to safe operating procedures.
3. High level interpersonal skills with the ability to communicate both verbally and in writing with a wide range of stakeholders including the ability to resolve disputes.
4. Demonstrated commitment to providing a high level of customer service.
5. Ability to supervise and allocate tasks to employees reporting to the position as well as external contractors.
6. Sound experience in administrative processes and procedures including good computer skills and the ability to utilise Microsoft Office software.

QUALIFICATIONS

Essential

- Current unrestricted Tasmanian drivers licence (Medium Rigid)
- Forklift licence
- Maritime Security Identification Card (MSIC) or ability to obtain
- VHF Radio license
- Security licence level 2
- Provide First Aid Certificate

Desirable

- Chemical Handling certificate
- Plant and equipment licenses
- Quarantine competency course
- Weigh Bridge Operators Licence
- Oil Spill Combatant training
- Traffic Control licence
- Port Facility Security Officer training