



**TASMANIAN PORTS CORPORATION PTY LTD**  
**POSITION DESCRIPTION**

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<b>POSITION TITLE:</b>	Vessel Traffic Services Officer (VTSO)
<b>REPORTS TO:</b>	Manager VTS
<b>DIVISION:</b>	Harbour and VTS
<b>LOCATION:</b>	Willis St, Launceston
<b>CONDITIONS:</b>	<b>PERMANENT</b>

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**PURPOSE OF THE POSITION**

The purpose of this position is to operate and deliver the provision of 24/7 Vessel Traffic Services within the VTS Areas for Participating Vessels. In performing tasks, they are to be conducted correctly and that the provision of VTS is being delivered to the standard expected of international standards set by IALA and AMSA.

**KEY DUTIES**

- Provide timely and relevant information on factors that may influence a participating vessel's movements and assist onboard decision-making.
- Monitor and manage vessel traffic to ensure the safety and efficiency of participating vessel movements.
- Respond to developing unsafe situations with vessels within the VTS Areas.
- Provide high level of communication, operational and administrative support to management and port users.
- Respond to marine incidents, related emergencies and natural disasters within the VTS areas in accordance with regulations, procedures, instructions.
- Work in conjunction with the Shipping Coordinator to organising and coordinating shipping movements in the ports safely and efficiently.
- Provide professional communications and support to vessel masters and pilots, marine resources, Harbour Master and other port services.
- Gather, record, retrieve and distribute high standard data relevant to vessel traffic management using information systems and software tools provided in accordance with TasPorts policies, procedures and practices.
- Liaise with stevedores, agents, customers and all port users on issues that directly affect shipping movements and other operations.
- Provide management and port users with accurate and up to date information on shipping schedules, changes and marine related matters.
- Perform any range of relevant duties associated with operational requirements according to skills, qualifications and training as directed by the Division's management team.

**LEVEL OF RESPONSIBILITY / ACCOUNTABILITY**

The position is required to operate in a 24/7 environment and contribute to the overall operational functionality and efficiency of the Corporation and Business Unit in accordance with organisational policies and procedures and established guidelines and work practices.

The position is responsible for maintaining broad knowledge of a range of administrative functions, demonstrated competence in radio communications and waterways management with the ability to initiate, plan and meet work standards. A focus on customer service is essential, as is the requirement to efficiently and professionally respond to enquiries from relevant port users.

The position is also expected to, at times, work autonomously and exercise independent judgment with direction given by the Harbour Master or Manager VTS.

### **TasPorts Health, Safety and Environment Responsibility and Authority**

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

### **Supervisory Responsibility**

Nil

### **KNOWLEDGE, SKILLS AND EXPERIENCE (SELECTION CRITERIA)**

1. Experience working in a multi-port Vessel Traffic Services environment.
2. Excellent verbal and written communication skills and computer skills.
3. Ability to communicate effectively with all port users, external organisations, senior management.
4. Demonstrated ability to provide a professional customer service and ability to negotiate and provide solutions based outcomes.
5. Experience or demonstrated ability to work within in control room environment, at times work under pressure and to deadlines, maintaining records and databases.
6. Experience in a shipping or operations environment would be deemed an advantage including communications via radio.
7. Knowledge of OH & S responsibilities in the workplace.

### **QUALIFICATIONS**

#### *Essential*

- Possession of Marine Radio Operators Certificate of Proficiency
- C0103-1 (V-103/1) Vessel Traffic Service Operators Training qualification or ability to obtain
- Ability to acquire a Marine Security Identification Card (which requires a police check)

#### *Desirable*

- Possession of current First Aid Level certification (or ability to obtain)