



## POSITION DESCRIPTION

# Port Operations Lead

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**Gladstone Ports  
Corporation**

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Growth, prosperity, community.

## Port Operations Lead

<b>Position Number</b>	<b>1329</b>
<b>Position Status</b>	<b>Permanent Full Time</b>
<b>Position Supervisor</b>	<b>Bulk Handling Manager</b>
<b>Department</b>	<b>Operations</b>

### Job Context

Gladstone Ports Corporation Ltd (GPC) is a public company incorporated under the Corporations Act 2001 and is subject to the requirements of the Government Owned Corporations Act 2001 (GOC Act).

The Port of Bundaberg (POB) is one of the four ports managed and operated by GPC, providing important trade opportunities particularly to the Wide Bay Burnett region. GPC owns property, infrastructure and floating plant which is used to service the needs of our customers.

### Job Purpose Statement

The role is accountable for the coaching, supervision and support of the small team which undertakes the maintenance of the GPC Bundaberg assets and Port of Bundaberg marine operations and in cooperation with others, first strike oil response.

### Job Accountabilities

- Safe Leadership of the operations staff at the Port of Bundaberg, including task assignment to suit organisational priorities.
- Coordinate and supervise support craft operations as required to support shipping movements and dredging operations;
- Champion and apply work management processes in line with Works Supervisor Roles & Responsibilities (RACI) prescribed in GPC's Work Management Procedure;
- Identification and coordination of maintenance works for POB:
  - Ensure proper maintenance of GPC assets in the Port of Bundaberg in accordance with GPC maintenance standards and practices.
  - Appropriate use of ERP/CMMS for reporting, costing and recording of maintenance activities.
  - Identify any potential improvements to procedures and maintenance methods.
  - Represent GPC on all assigned works done by contractors.
- Manage the POB workshop to a safe and professional standard.
- Instil the GPC values within the team through effective leadership and development by:
  - Coaching and mentoring of direct reports.
  - Using formal performance management systems to effectively review workgroup and individual performance.
  - Ensuring appropriate skill level of the team.
  - Developing a team based culture by appropriately communicating and promoting accountability to the team.
- Lead the first strike oil spill response team in conjunction with the On-Scene Coordinators during pollution clean-ups and training exercises within the Port of Bundaberg and the Port of Maryborough;
- Provide assistance to the GPC Port Security Manager and undertake a coordination role (PFSO) in relation to port security operations at the Port of Bundaberg;
- Complete other tasks or special projects as assigned by line manager;

**Modelling GPC values and Code of Conduct**

- Willingness to understand, demonstrate and live the GPC values;
- Comply with all the Health, Safety and Environment management system requirements;
- Comply with GPC's Code of Conduct and live by example GPC's values and code of conduct:
  - We respect and care for each other, country and community;
  - We operate with integrity and accountability;
  - We innovate to create sustainable solutions;
  - We collaborate to drive high performance.
- Comply with GPC's policies, standards, and procedures in the workplace.

**Decision Making Authority**

As in accordance with company policy/systems:

- Ability to access necessary information, obtain resources and use of facilities or equipment needed to carry out the work of this role.
- Approval of leave and ancillary employee benefit requests for direct reports.
- Recruitment of team members.
- Performance management and reviews of team members.
- Allocation of priorities for the team.
- Training priorities in line with skills matrices.
- The ability to commit funds and undertake procurement within the approved budget and delegation limits.

**Key Relationships****Internal**

- Maintain effective relationships with all relevant departments/sections of GPC.
- Interaction with direct reports:
  - Allocate and prioritise daily work schedules within the work group and on-going supervision to achieve optimum safety and environment management outcomes.

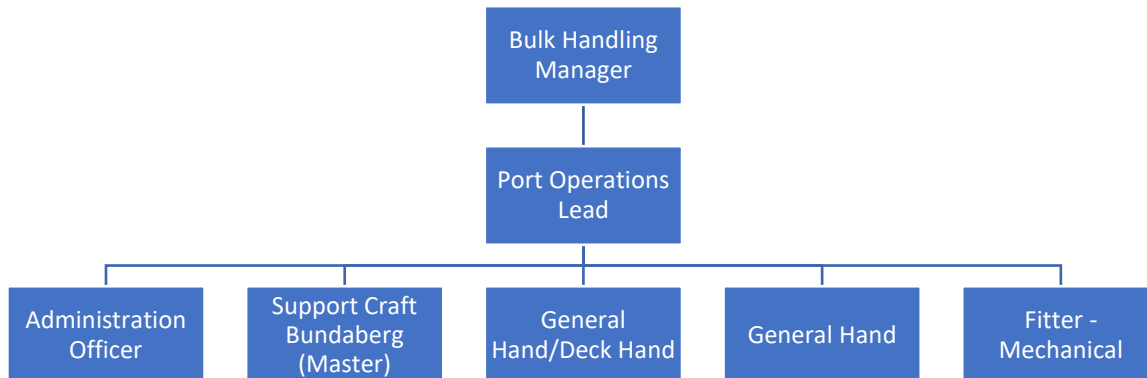
**External**

- Lessees; Australian Maritime Safety Authority (AMSA), Department of Environment & Science (DES), Maritime Safety Queensland (MSQ) and Port Users.
- General public, contractors and suppliers.

**Level of Supervision**

Direction is provided on the tasks to be undertaken with latitude to rearrange sequences and discriminate between established methods. Guidance on the approach to standard circumstances is provided in procedures, guidance on the approach to non-standard circumstances is provided by a supervisor. Checking is selective rather than constant.

## Organisation Chart



## Formal Qualifications

- Possession of a 'C' Class (car) Drivers Licence (mandatory).
- Maritime Security Identification Card (MSIC) or the ability to obtain
- Hold or have the ability to gain a Level 3 Oil Spill Responder Certificate.
- Hold or have the ability to gain a Radio Operators Certificate (restricted).
- Hold or have the ability to gain Port Security Facility Officer (PSFO) certification.
- Mechanical trade qualification is desirable
- MED III certification is desirable.

## Selection Criteria

Competency	Description
1. Leadership	<ul style="list-style-type: none"> <li>Proven leadership experience including performance management, coaching / mentoring;</li> <li>Ensuring appropriate skill level of the workgroup by identifying gaps in the job profile and providing appropriate training;</li> </ul>
2. Office Technology	<ul style="list-style-type: none"> <li>The ability to use computer systems and related office technology proficiently. Basic to intermediate level of proficiency in MS Office suite.</li> <li>Working experience with spreadsheets (Excel);</li> <li>Experience with JDE or other Enterprise resource planning software.</li> </ul>
3. Procurement	<ul style="list-style-type: none"> <li>Understands the procurement process, legislative requirements and governance processes. Understands and applies strategic sourcing and cost / quality management practices.</li> </ul>
4. Maintenance / planning and scheduling	<ul style="list-style-type: none"> <li>Demonstrated ability to manage asset activities for reliable asset performance;</li> <li>Demonstrated ability in the application of maintenance planning and scheduling processes to deliver a high level of reliability and availability.</li> </ul>
5. Attributes	<ul style="list-style-type: none"> <li>Demonstrated interpersonal, verbal and written skills including the ability to liaise and create positive relationships inside and outside GPC.</li> <li>Safety Leader;</li> <li>Values driven and respectful;</li> <li>Well-developed judgment and decision-making capability.</li> <li>Customer and people centric.</li> <li>Strong leadership and coaching capability.</li> <li>Desire for continued personal and professional growth of self and supporting others.</li> </ul>
6. Modelling GPC Values	<ul style="list-style-type: none"> <li>Willingness to understand, demonstrate and live the GPC values.</li> </ul>