



POSITION DESCRIPTION

Site Logistics Coordinator



**Gladstone Ports
Corporation**

Growth, prosperity, community.

POSITION DESCRIPTION

Site Logistics Coordinator

Position Number	1367, 1400
Position Status	Permanent Full Time
Position Supervisor	Container Operations Superintendent
Department	Operations

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). Gladstone Marine Pilot Services Pty Ltd (GMPS) is a company incorporated under the Corporations Act 2001 and is also subject to the GOC Act as a wholly owned subsidiary of a GOC.

Job Purpose Statement

The Site Logistics Coordinator is responsible for coordinating and managing daily on site activities, whilst supporting the growth into the future of the Port Central and Northern Trade Precinct.

Job Accountabilities

- Coordinate access to / from Port sites for lessees, contractors and visitors with the aim of improving the operational effectiveness for non-stevedoring sections;
- Represent GPC and be the first point of contact for all relevant stakeholders for Port Central and Northern Trade Precinct;
- Regularly liaise with the operations superintendent on service and infrastructure directions as they evolve from projects being undertaken;
- Regularly liaise with GPC departments (Operations, Security and Environment) on relevant activities;
- Implement GPC policies and procedures and manage personnel when on site;
- Develop effective operational relationships with lessees, contractors and visitors;
- Coordinate and supervise vessel movements (Mooring and Unmooring);
- Monitor cargo operations and identify opportunities for improvement;
- Ability to provide assistance to various GPC controlled sites may be required at times such as Port Alma/Port of Bundaberg.

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.

The projects undertaken are likely to have limited precedence, and decision making is undertaken within an understanding of the organisations policies, and strategic direction.

- In conjunction with the Operations superintendent the Coordinator will be responsible for the following:
 - Liaising with Environment, Safety and Security on daily site activities.
 - Liaising with Corporate Relations on the environmental / community processes to be undertaken prior to any project implementation.
 - Supervision of area users including stevedores, contractors and lessees etc.
 - Developing and maintaining client operational relationships.
 - Supervision of operations over general cargo wharves.
 - Providing support for GPC departments as required.
- As a GPC Authorised Officer, statutory decision making responsibilities for maritime security.
- Ability to access necessary information, obtain resources and use of facilities or equipment needed to carry out the work of this role

Key Relationships

Internal

- Interaction with the operations superintendent
- Interaction with the Terminal Superintendents, Terminal Supervisors and area Supervisors;
- Interaction with Maintenance workgroups;
- Interaction with the Logistics department;
- Interaction with support staff (Safety, Environment, Security, Health and Human Resources).

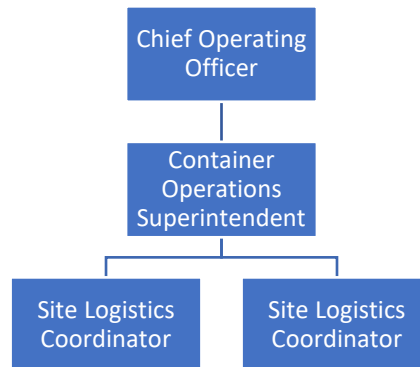
External

- The primary focus of communication is in liaising and developing operational relationships with the objective of improving the operational cargo effectiveness and work flow coordination at Port Central, Fisherman's Landing and other GPC sites. The Coordinator is the key internal contact for these area users and the incumbent coordinates the involvement of other GPC departments and services as required through the course of activities.
- Liaising with customers, consultants and contractors, suppliers, vessel masters, regional harbour masters, pilots, agents, port users, regulatory agencies, emergency services, cargo owners and shippers.

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

- Qualification as Oil Spill Responder level 3 or able to obtain.
- Have successfully completed an IMO Model Course for a Port Facility Security Officers / Authorised Officer;
- Maritime Security Identification Card (MSIC) or ability to obtain;
- Mandatory C class drivers licence;
- Knowledge and experience of vessel mooring procedures and tasks;
- Previous experience in a port operations environment beneficial.

Selection Criteria

Competency	Description
1. Customer Engagement	<ul style="list-style-type: none"> The ability to provide exceptional customer service including maintaining existing and developing new customers; A developed understanding of GPC's interaction and relationships with a range of government departments and authorities.
2. Port User Knowledge	<ul style="list-style-type: none"> Extensive industry experience in relation to customer needs and operations, or the ability to quickly acquire such skills; The ability to develop the necessary understanding of the GPC's operations and services.
3. Project Management	<ul style="list-style-type: none"> Developed negotiation, project management and communication skills together with the strategic planning and problem solving skills required to develop customer relationships and obtain positive project outcomes within your scope of work.
4. Attributes	<ul style="list-style-type: none"> Demonstrated interpersonal, verbal and written skills including the ability to liaise and create positive relationships inside and outside GPC; Safety Leader; Values driven and respectful; Well-developed judgment and decision-making capability; Customer and people centric; Strong leadership and coaching capability; Desire for continued personal and professional growth of self and supporting others.
5. Modelling GPC Values	<ul style="list-style-type: none"> Willingness to understand, demonstrate and live the GPC values.