



POSITION DESCRIPTION

Process Coordinator - Inloading



**Gladstone Ports
Corporation**

Growth, prosperity, community.

POSITION DESCRIPTION

Process Coordinator - Inloading

Position Number	1242, 1684, 1712, 1736
Position Status	Permanent Full Time
Position Supervisor	Various
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 Operations RGTCT Rail Process Coordinator is accountable for ensuring that the day-to-day operations of the unloading process are carried out in an efficient and cost effective manner, so that operational process requirements are met. Role requires a high level of understanding of the Outloading Process Coordinator Role for instances of short-term coverage. Role also needs an understanding of the Resource Coordinators tasks in regards to labour availability.

Job Accountabilities

- Maintain customer and quality assurance compliance and requirements to ensure the day-to-day delivery of an efficient and cost effective coal unloading process:
 - Operate equipment effectively to ensure train unloading targets are achieved and minimise the loss of availability.
 - Identify and monitor any required change and any improvements to increase the quality and efficiency of operations.
 - Coordinate operators to achieve department targets per shift.
- Operate the plant to agreed response plans for key process equipment and operational steps developed to ensure consistent process control response to common plant issues;
- Identify opportunities to improve process control or response plans for major equipment and process steps;
- Review shift performance data and delay data. Identify variation and assign delays as required;
- Identify and conduct initial analysis on plant faults and enter work request as required or refer issues to supervisor:
 - Provide after-hours initial response.
- Comply and maintain all customer, quality assurance and GPC documentation and procedural requirements:
 - Provide timely, detailed reports (ie. Shift Analysis Log) on train unloading operational issues on a shift basis.

- Ensure operations by employees are conducted within the GPC Environmental Licence including potential environmental hazards & minimisation of the community impact from RGTCT;
- Working in close association with Outloading Process Coordinator for optimal terminal operating performance;
- Completion of any additional requests deemed appropriate to your skills by the Terminal Supervisors, i.e. Fire Warden;
- Demonstrate the ability to resolve minor issues and report to the Supervisors issues that lie outside your accountability;
- Have problem solving abilities and look for possible solutions to problems with in your area of responsibility;
- Demonstrate the ability to resolve minor issues and report to the Supervisors issues that lie outside your accountability;

Modelling GPC values and Code of Conduct

- Willingness to understand, demonstrate and encourage the values and behaviours of GPC
- Comply with all the Health, Safety and Environment management system requirements
- Comply with GPC's Code of Conduct and lead by example GPC's values and code of conduct:
- **Growth, Prosperity, Community**
Our values represent the essence of our organisation. They are deeply held convictions, priorities, and underlying assumptions that influence our attitudes, behaviours, and shared beliefs – why we are here, what we stand for and what we will strive for “together”.
- 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.

Key Relationships

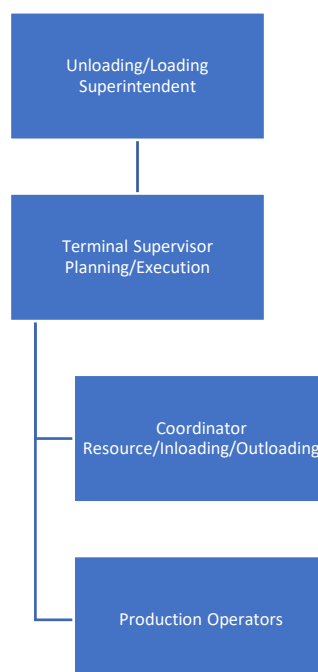
Internal

- Interaction with Terminal Supervisors:
 - To assist with effective stockpile and inloading train operations.
- Interaction with Planning Supervisors for customer instruction detail and escalation of any issues that may affect short term planning;
- Interaction with Aurizon Planning Group, mines, agents, reps, surveyors (stockpiles), customers, external parties including scheduled phone hook ups with Aurizon Co-ordinator.
- Interaction with Maintenance Planners, Mechanical and Electrical Workgroups:
 - To allow planning, repairs and maintenance during natural breaks in traffic at unloading pits.
- Interaction with dump station and dozer operators:
 - Two-way information.

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

- Adequately attained the requirements and be certified as meeting GPC Production Classification Structure Operator Level 4 competencies or equivalent;
- C class drivers licence
- Maritime Security Identification Card (MSIC) or ability to obtain.

Selection Criteria

Competency	Description
1. Plant Operations	<ul style="list-style-type: none"> • Extensive knowledge of site plant and equipment, operating rates and equipment capacity; • Experience of working with coal and understanding the different types; • Extensive knowledge of the coal supply chain and associated customers that liaise with GPC; • Knowledge and understanding of resource coordinator role; • Knowledge and understanding of train unloading and stockpile management; • Understanding and knowledge of bulk handling operations; • Knowledge of plant Operating systems and adaptability to changes in technology; • A detailed understanding of GPC's Quality Assurance process; • Follow Escalation & Breakdown Process (Supervisors advised of breakdowns over 15 minutes); • Respond to environmental issues that occur during the operation of the plant.
2. 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.
3. Modelling GPC Values	<ul style="list-style-type: none"> • Willingness to understand, demonstrate and live the GPC values.