



## POSITION DESCRIPTION

# Administration Officer



**Gladstone Ports  
Corporation**

Growth, prosperity, community.

## POSITION DESCRIPTION

### Administration Officer

<b>Position Number</b>	<b>1486, 1487, 1271, 2223</b>
<b>Position Status</b>	<b>Permanent Part Time   Permanent Full Time</b>
<b>Position Supervisor</b>	<b>Port Security Superintendent (1041)</b>
<b>Department</b>	<b>Port Strategy and Development</b>
<b>Job Level of Work</b>	<b>I</b>

### Job Context

Gladstone Ports Corporation (GPC) manages and operates three ports, involving a number of differing work sites. GPC, and its wholly owned subsidiaries, employ a diverse workforce of over 700 employees operating across multiple functional areas on a 24hr, 7-day basis.

As such, GPC is required to monitor security regulated zones within its port precincts, respond when security requirements are breached, and report breaches to the Office of Transport Security (OTS). The Security Division is accountable for managing the implementation, operation and maintenance of security systems for GPC in accordance with all relevant legislative requirements.

### Job Purpose Statement

The position of Security Administration Officer is accountable for providing effective and efficient administration support to GPC's Security Team, so that the team can effectively fulfil its responsibilities, including contributing to the efficient operation of the MSIC Issuing Body Business Unit. By assisting in the coordination, maintenance and compliance with the access control requirements of the Maritime Security Plans (MSP) at Gladstone Ports Corporation's (GPC's) security regulated ports.

### Job Accountabilities

- Ensuring the privacy and confidentiality of information in accordance with the Privacy Act, including verbal, written, electronic information;
- Perform all tasks and role related activities in line with the International Ship and Port Facility Security Code; Maritime Transport and Offshore Facility Security Act and Regulations 2003 to ensure GPCs compliance with same;
- Participation in audits, risk assessments and field exercises;
- Project a positive image of GPC in the course of carrying out the duties of the role;
- 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 guiding principles:  
**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.

In addition to the above, on a rotational and as need basis perform the tasks and functions associated with the below roles:

**MSIC Office**

- As an issuing body, comply with all requirements of the Maritime Security Identification Card (MSIC) Issuing Body Plan for the Gladstone Ports Corporation, including:
  - Processing applications.
  - Ensuring compliance with regards to applications.
  - Keeping all records secure.
  - Uploading data into relevant databases and Auscheck.
  - Performing all necessary daily financial transactions and reconciliations.

**Front Reception**

- Cardax identity cards - data entry and upkeep of records database, card production and issue of same, protection and management of access rights to all GPC sites.
- Cliq Keys - data entry and upkeep of records database, key production and issue of same.
- Landside Restricted Zone (LRZ) – management of applications, data entry and upkeep of records database, protection and management of access rights in line with regulations.
- Provide professional administrative services and support to the Security Team through:
  - General reception duties.
  - Data entry for statistical reporting.
  - Coordinating site inductions and maintaining database.

**Project support role**

- Organise and minute take for the quarterly Gladstone Port Security Committee & and any other meetings that require attendance and noting.
- Undertaking specific project work in line with the Security Administration Tasks Schedule.
- Provide professional administrative services and support to the Security Team through:
  - Maintaining the system audit schedule.
  - Raising of requisitions including stock and supplies replenishment to maintain levels.

## 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.

## Job Challenges & Impacts

- Support the Port Security Team with GPC compliance of the International Ship and Port Facility Security Code and Maritime Transport and Offshore Facility Security Act (MTOFSA) and Regulation 2003 by:
  - Ensuring the continuing maintenance of and compliance with access control requirements, as stated within the Maritime Security Plans (MSPs) for the Port of Gladstone and Port of Rockhampton and the MTOSFA.
  - Develop effective communication networks and techniques to provide information to relevant stakeholders.
  - Maintain effective relationships with the port community and GPC employees.

## Key Relationships

### Internal

- Port Security Superintendent, Security Advisors and employees:
  - Daily interaction in relation to security information, issues or initiatives.

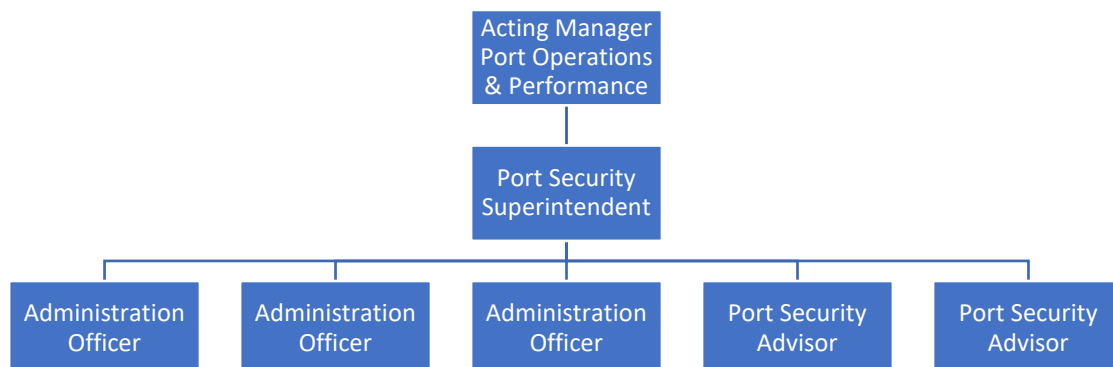
### External

- Interaction where necessary with the Office of Transport Security, Transport Security Operations, State and Federal Government agencies, port users, security providers and the general community.
- Contractors: Regular interaction in relation to issuing port security cards.
- Public: Regular interaction in relation to MSIC processing and issuing.

## 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

- Certificate III in Business Administration is desirable.

## Selection Criteria

Candidates, please provide detailed examples of how you exhibit the experience, knowledge, and skills required for the position when preparing responses to the selection criteria. Please refer to our Job Applicant Guide for instructions on how to respond to the selection criteria.

Competency	Description
1. Port Security Application	<ul style="list-style-type: none"> <li>Understands and applies port security knowledge and regulations, to include Maritime Transport and Offshore Facilities Security Act 2003, ISPS Security Code, ISO14001, Security Regulations &amp; Act and other relevant policies;</li> <li>Liaises with appropriate government bodies and authorities as required.</li> </ul>
2. Administrative Skills	<ul style="list-style-type: none"> <li>Provides administrative support by assisting in data entry, preparing reports, handling information requests, and performing clerical functions such as preparing correspondence and meeting minutes, maintaining files, receiving visitors, responding to phone requests, arranging conference calls, and scheduling meetings;</li> <li>Understands basic accounting principles. Computes, classifies and records numerical data to keep financial records complete and accurate.</li> </ul>
3. Audits and Compliance	<ul style="list-style-type: none"> <li>Understands and applies audit tools and techniques. Conducts internal audits and external audits as required to ensure compliance to relevant legislation and GPC Policies and Standards.</li> </ul>
4. Safety	<ul style="list-style-type: none"> <li>Ability to proactively promote, influence and engage in a positive safety culture.</li> </ul>
5. Communication	<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> </ul>
6. Modelling GPC Values & Guiding Principles	<ul style="list-style-type: none"> <li>Our values of Growth, Prosperity and Community underpin our behaviours in pursuit of becoming the most respected Port in the nation. Willingness to understand, demonstrate and encourage the values and behaviours of GPC.</li> </ul>