

POSITION DESCRIPTION

Posn No: 1040

Position Title: Marine Pilot

Company: Mid West Ports Authority (MWPA)

Location: Geraldton

State: WA

Department: Marine

Date: August 2019

ORGANISATION STRUCTURE

Department Manager: Harbour Master/Marine Manager (1004)

In-Line Supervisor: N/A

This position: Marine Pilot (1040)

Reporting to this position: N/A

Purpose: Planning and executing the movement of vessels safely and expeditiously within the MWPA limits.

Facilitates the day to day operation of the Marine Area as determined by the Harbour Master / Marine Manager and provides advice to management on port matters.

Accountabilities:

Result expected (Outputs)	Major Activities (How the output will be delivered)
1. Integrated Management Systems: Compliance with System Procedure 2.4 Health, Safety and Environmental Responsibilities (Document attached) & all other MWPA policies & procedures as amended from time to time.	Undertake all work within: <ul style="list-style-type: none"> • Relevant role specific Procedures; • Risk, Environment and OH&S management systems; • Across Organisation & Human Resources policies and procedures.
2. Shipping: Manage the pilotage service and berthing operations, and their continuing safety while in the Mid West Port limits.	<ul style="list-style-type: none"> • Providing pilotage services for all non-pilot exempt vessel movements within the Mid West Port limits; • Coordinating the operation of pilot boats, tugs, lines boats, and communicate with Wharf Supervisors regarding mooring requirements, to achieve safe passage; • Manage and operate the DUKC program; • Manage Port navigation aids; • Liaison with Agents, Stevedores, Port Personnel and the Public.
3. Berth Access: Vessel berthing priority and information is undertaken and communicated in a professional & efficient manner.	<ul style="list-style-type: none"> • Assist the Ship Schedulers to manage MWPA's Priority Berthing Code to maximise port efficiency and customer service levels, in consultation with Harbour Master, Operations Manager and relevant stakeholders.
4. Administration: Keep MWPA management and information systems up to date.	Manage the operation of the marine office: <ul style="list-style-type: none"> • Utilise computer technology as it relates to the effective delivery of pilotage services; • Operation of the Fatigue Management System in consultation with the Harbour Master/ Marine

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	Manager; <ul style="list-style-type: none"> Complete paperwork related to the duties of the position.
5. Teamwork: Effective MWPA team member, maintaining a total port perspective when making decisions and taking action.	<ul style="list-style-type: none"> Working effectively with other MWPA business areas and project/issue teams; Identify and take responsibility for the delivery of activities and/or projects required to satisfy Port Operations.
6. Performing other duties as required:	<ul style="list-style-type: none"> Other duties as directed by MWPA within the skills of the Employee.

QUALIFICATIONS:

Essential

- Master Certificate of Competency with Nil Limitations

Preferred

- Relevant Tertiary Qualifications and/or Industry Training;
- Advanced Diploma of Transport & Distribution (Maritime Operations – Master Unlimited);
- Advanced Diploma in Applied Science (Master).

LICENCES:

Essential

- Drivers Licence

DESIRABLE EXPERIENCE:

- At least 3 years experience in another port;
- At least 2 years Blue water experience.

ESSENTIAL COMPETENCIES:

(Selection criteria for recruitment)

- Demonstrated ship handling and/or marine pilotage skills;
- Demonstrated experience in another port;
- Demonstrated Blue water experience;
- A comprehensive and clear understanding of ship operations, navigation and berthing requirements;
- Be conversant with relevant IMO conventions and have up to date knowledge of state and national regulations;
- Have a clear understanding of the role and responsibilities of external shipping service providers including towage, stevedores, and shipping agents;
- Ability to manage risk and safety in marine operations;
- Exceptional people skills and the ability to work under pressure in an ever-changing

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environment;

- High level of attention to detail and understanding of workplace safety;
- Sound computer skills in Microsoft Word, Excel, Outlook and database systems.

ESSENTIAL PERSONAL ATTRIBUTES:

- Possesses the highest standard of personal integrity and professionalism while demonstrating care and diligence, will make decisions that are honest, fair, impartial, and timely, and considers all relevant information;
- A high level of interpersonal and communication skills, with the ability lead and act with authority when required and effectively resolve conflict. Treats people with respect, courtesy and sensitivity and can recognise their interests, rights, safety and welfare;
- Uses the resources of the state in a responsible and accountable manner that ensures the efficient, effective and appropriate use of human, natural, financial and physical resources, property and information.

SPECIAL CONDITIONS:

- Expected to undertake any additional training to complement the operation;
- The incumbent will be required a pre-employment medical check including drug and alcohol testing prior to appointment;
- The ability to obtain a Maritime Security Identification Card is a condition of employment;
- May routinely be expected to work outside of normal hours and be available on call;
- Additionally; all staff must participate in ongoing random drug and alcohol testing to support MWPA's zero tolerance policy.

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ACCEPTANCE OF JOB DESCRIPTION

This Position Description accurately describes the current position and has been explained by:

Name of Manager/Supervisor:

Position of Manager/Supervisor:

Signature of Manager/Supervisor:

Date:

Position Description Acceptance

The Position Description has been fully explained to me and I agree to carry out the duties contained within to the best of my ability.

Name of employee:

Signature of employee:

Date:

Office Use:

Industrial Instrument (please tick):

- | | |
|--|---------|
| <input type="checkbox"/> Maintenance & Mooring Staff Agreement | Level: |
| <input type="checkbox"/> Administration Staff Agreement | Level: |
| <input type="checkbox"/> Marine Pilots Agreement | Level: |
| <input type="checkbox"/> Common Law Contract | Salary: |
| <input type="checkbox"/> Determination (Senior Management) | Salary: |

ADMINISTRATION

Custodian: HR Manager