

Position Description

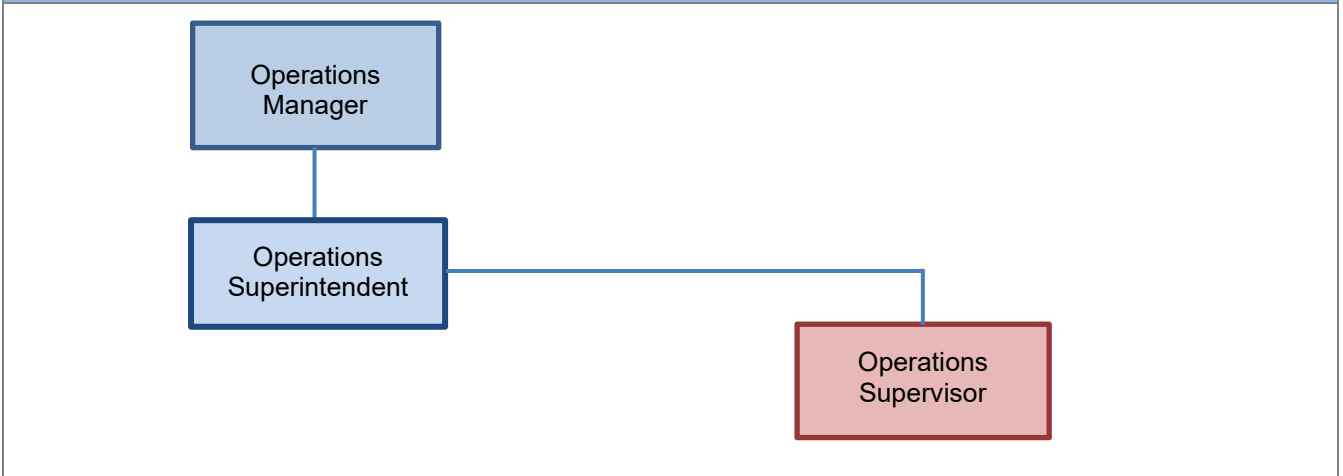
Position Details

Position Title	Operations Supervisor
Reporting To (position)	Operations Superintendent
Direct and Indirect Reports (number)	Varies depending on shift arrangements and port throughput
Business Unit	Operations
Conditions of Employment	General Staff Enterprise Agreement - Level 8.1 - \$133,862.00 plus shift allowance

Job Purpose Statement

Co-ordinate activities associated with loading, unloading, storage, transportation and handling of bulk mineral products on a 24/7 basis. Ensure operational requirements and safety performance is met by providing on the ground decision making and representation for and on behalf of Mid West Ports with our Operations Infrastructure, Marine team and assisting contractors where applicable. Manage requirements of cargo unloading and loading by ensuring effective management of the landside elements of the port. Ensure all activities comply with MWPA standards, procedures and directions, ensuring the safety, reliability and efficiency of port operations.

Organisational Position



Key Relationships & Interactions

Internal	Work teams, Harbour Master, Marine Pilots, Pilot Boat Crew, Mooring Specialists, Maintenance Personnel, Port Engineers and Project Managers, Manager Operations, Superintendent Operations and other department managers and port personnel in general.
External	Customer operations personnel, Contractors, members of the public.

Position Description

Strategic Objective	Accountabilities
<p>Maintain Continuous 24/7 Operations via the supervision of various port activities as per rostered role/s.</p>	<ul style="list-style-type: none"> • Work as the Operations Supervisor covering one or more areas of responsibility to ensure the continuous operational activities are functioning safely at the best possible levels of performance. Work a day / night shift 24/7 roster.
<p>Compliance with Health, Safety and Environmental responsibilities & all other MWPA policies & procedures as amended from time to time.</p>	<ul style="list-style-type: none"> • Undertake all work within the role specific Procedures; • Risk, Environment and OH&S management systems; • Across Organisation & Human Resources policies and procedures.
<p>Support the MWPA's HSEQ and emergency response responsibilities to its staff, contractors and customers.</p>	<ul style="list-style-type: none"> • Respond to HSE incidents and emergencies particularly out of normal office hours; • Manage the MWPA Emergency number ((08) 9964 0500) and respond to and/or refer on all emergencies; • Apply the port dust emissions management procedure
<p>Manage the timely operation of plant and equipment to ensure the efficient operation of the ports ship-loading infrastructure, the effective provision of services to all vessels berthing within the commercial harbour, the operation of the rail terminal and the management of the fishing boat harbour to ensure that all port operations run safely, efficiently and productively.</p>	<ul style="list-style-type: none"> • During ships loading monitor progress and provide instruction and supervision as required; • Liaise with the rail operators to ensure best utilization of plant and port throughput; • Liaise with shippers and importers and the Ship Schedulers as required to provide timely advice on matters relating to impacts on cargo; • Monitor and manage data input to ensure accuracy of data capture and explanation of delays; • Monitor operational performance by all contractors and employees and adjust requirements to ensure a safe operation. • Monitor mooring lines and port conditions to determine adjustment requirements; • Monitor ships gangway arrangements and provide support and advice to ships crews as necessary; • Arrange labour and assist with adjustments as required.
<p>Coordinate & supervise staff to ensure effective service provision.</p>	<ul style="list-style-type: none"> • Coordinate the supply of labour for all operational activities; • Ensuring compliance with MWPA procedures; • Monitor working hours and fatigue management actions;
<p>Common use areas.</p>	<ul style="list-style-type: none"> • Co-ordinate the provision of contracted services as required; • Monitor and resolve issues associated with common user services including rail traffic, road traffic, roads, lighting, parking, security, signage, utilities, fuel bunkering and general housekeeping; • Liaise and manage port users interface problems. • Coordinate the provision of contracted services (e.g. Cleaning, rubbish and quarantine); • Provide a leading role in emergency services preparation and response.

Position Description

<p>All Port operations run efficiently and productively.</p>	<ul style="list-style-type: none"> • Ensure that vessel loading and discharge operations run smoothly; • Liaise with berth operators and assist with operational delays; • Respond to loading delays and infrastructure issues on all berths; • Ensure that berth handovers from Berth Operator to Berth Operator are conducted to ensure smooth transition of operations; • Ensure that all plant, equipment and infrastructure required is available and in operable condition; • Organise to maintain plant, equipment and infrastructure as required; • Organise and supervise Traffic Management Plans (TMP) as required; • Ensure that laydown areas, berths and roadways are clear to allow efficient operations; • Monitor Berth Hire issues at all berths for vessels not loading, failing survey etc. • Maintain oversight of the expected train arrivals and departures for the shift departing Narngulu into the terminal; • Liaising with ARC Infrastructure to facilitate departure of trains departing the terminal for Narngulu; • Authorising train movements within the rail terminal, ensuring that terminal assets are optimised; • Maintaining accurate logs of arrivals, departures, delays, customer service issues and incidents occurring within the shift; • Entering data into MWPA systems as required; • Responding to incidents and promptly escalating where necessary. • Performing accurate handovers with incoming/outgoing staff; • Where possible, delays and issues should be pre-empted and proactively managed to reduce any impact on operation of the rail terminal; • Maintain open communication with Rail Transport Operators, Train Crew, Mid West Ports Authority Operational personnel.
<p>Timely and accurate completion.</p>	<ul style="list-style-type: none"> • Maintain accurate records in relation to all activities including monitoring of lines, quality assurance of ropes, and use of contractor services; • Administer mooring rosters and ensure staff complete relevant paperwork
<p>Rail Terminal Inspection</p>	<ul style="list-style-type: none"> • Performing daily basic patrol inspections (as assigned to Day Shift incumbent) to ensure the safety and reliability of rail infrastructure; • Isolating any imminent hazards and reporting promptly to the Operations Manager / Superintendent or nominated person on call.
<p>Mine Managers Delegate Rail Infrastructure Managers Delegate</p>	<ul style="list-style-type: none"> • Monitor and promote the compliance with the requirements of the Mines Safety & Inspection Act 1994 any other statutory Regulations. • Monitor and promote the compliance with the requirements of the National Rail Safety Law and Regulations any other statutory Regulations.
<p>Performing other duties as required:</p>	<ul style="list-style-type: none"> • Other duties as directed by MWPA within the skills of the Employee. • Undertake any additional training as required.

Position Description

Behavioural Role Objectives

Personal integrity	A high level of personal integrity that is displayed in daily interactions.
Accountability	A level of personal accountability and responsibility for one’s actions and decisions to ensure the best outcomes for MWPA.
Care and compassion	A personal level of care and compassion that is highlighted in individual conduct.
Innovative	A demonstrated ability for lateral thinking on a strategic level that brings an innovative approach to carrying out duties.
Collaboration	Ability to collaborate with others and share views and ideas positively.

Corporate Compliance Accountabilities

The incumbent is expected to carry out their duties in line with the strategic plan that incorporates the organisational values as detailed in the Code of Conduct & Ethics being Accountability, Care, Innovation, Collaboration and Integrity as well as the behaviours aligned to each.

Education, Skills & Experience Required

ESSENTIAL:

- Supervisory Experience (in a port, mining, mineral processing, rail or marine environment is desirable);
- Proven success in coordinating activities and supervising staff;
- Experience in prioritising and managing concurrent tasks;
- Understanding of health, safety, environmental and quality requirements;
- Sound written and verbal communication skills;
- Sound computer skills in Microsoft Word, Excel, Outlook and control systems;
- High standard of personal integrity and professionalism;
- High level of interpersonal and communication skills;
- Treats people with respect, courtesy and sensitivity;
- Utilise resources in a responsible and accountable manner.
- Drivers Licence

HIGHLY REGARDED OR DESIRED:

- Relevant Tertiary Qualifications and/or Industry Training
- Meet the Cat 1 Rail Medical Standard

Position Description

Employee Acceptance

I **[insert name]**, confirm that I have read and understood the accountabilities associated with this position description.

I accept that my ongoing performance will be assessed on the role accountabilities detailed in this document.

Signed: _____

Dated: ____ / ____ / ____

Position Description Approval

	Name	Signature	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