

APRIL 2021

# Position Description

**Position Title:** Marine Coordinator (Common Law Contract)

**Position Number:** #1124

**Reporting to:** Harbour Master/Marine Manager

**Location:** Geraldton

**Conditions of Employment:** Common Law Contract

## PURPOSE

Reporting to and assisting the Harbour Master, this shore-based marine role plays a pivotal part in the coordination of current and future marine operations and the progression of marine projects. The role must be able to coordinate with internal and external stakeholders but also work with a degree of autonomy.

Overseeing the safe and efficient scheduling of port operations, the position also provides support to the Operations & Logistics Team by backfilling some key functions of the of Shipping Scheduler and MSIC, Security & Emergency Response Officer roles in the case of fatigue coverage, leave and when additional support is required.

Whilst the role works standard business hours Monday to Friday, occasional work may be required outside of business hours and on the weekend as operations require.

## ACCOUNTABILITIES

KEY RESPONSIBILITIES	OUTCOMES
CURRENT MARINE OPERATIONS	<ul style="list-style-type: none"> <li>Oversee the safe and efficient scheduling of marine operations and provide support whenever required</li> <li>Provide assistance to the Harbour Master in the management of active port incidents and any post incident investigations</li> <li>Assist in the development of berthing plans including the deployment of Shore Tension Units</li> </ul>
COORDINATION OF MARINE SERVICE PROVIDERS	<ul style="list-style-type: none"> <li>Assist in the management of services associated with DUKC management</li> <li>Assist in the management of ship vetting services</li> <li>Assist in the management of harbour towage services</li> </ul>
INTERNAL/ EXTERNAL STAKEHOLDER MANAGEMENT	<ul style="list-style-type: none"> <li>Coordinate the Marine Service Desk in the prioritisation, allocation, and management of marine advice and solutions to internal stakeholders</li> <li>Schedule periodical Shipping Agents' Forum</li> </ul>
MARINE PROJECTS	<ul style="list-style-type: none"> <li>Assist in the coordination of marine project work such as hydrographic surveys, maintenance dredging and the maintenance of navigation aids/ Met Ocean equipment)</li> </ul>

	<ul style="list-style-type: none"> <li>Provide support during the planning process for future marine projects</li> </ul>
MARINE EQUIPMENT	<ul style="list-style-type: none"> <li>Manage and maintain Marine Team equipment such as PPU's</li> <li>Act as Marine Team point of contact for the ongoing serviceability of marine equipment and services</li> </ul>
MARINE DOCUMENTATION AND COMPLIANCE	<ul style="list-style-type: none"> <li>Manage the documentation consultation process for Marine and Pilot documents such as procedures and processes</li> <li>Assist in the process of MWPA gaining ISPO accreditation or equivalent</li> <li>Coordinate the issuance of Pilotage Exemption Certificates (PEC) and Certificate of Local Knowledge (COLK)</li> <li>Assist in the planning and conduct of internal and external audits</li> </ul>
RELIEF COVERAGE	<ul style="list-style-type: none"> <li>Undertake Shipping Scheduling duties in a shift pattern when required (may require weekend work)</li> <li>Undertake MSIC Office duties when required</li> </ul>
COMMUNICATION	<ul style="list-style-type: none"> <li>Building Professional Relationships with Port Proponents</li> <li>Internal and External Communications</li> <li>High Level Service and Support</li> </ul>
ADMINISTRATION	<ul style="list-style-type: none"> <li>Procurement of Goods and Services</li> <li>Record Keeping and System Administration</li> <li>Reporting and Auditing</li> </ul>
COMPLIANCE	<ul style="list-style-type: none"> <li>Abide by MWPA Policy, Procedure and Relevant Legislation</li> </ul>

## QUALIFICATIONS

### TO BE ADDRESSED IN SELECTION CRITERIA

#### ESSENTIAL

- Master <35m NC (current or expired) or equivalent
- Australian Waters Qualification VHF Marine Radio Licence

#### DESIRABLE

- ICAM Basic Investigator or equivalent
- VTS Operator (V-103/1)

## COMPETENCIES & EXPERIENCE

### TO BE ADDRESSED IN SELECTION CRITERIA

#### ESSENTIAL

- Previous experience in the marine environment as a sea-going or near coastal mariner;
- Previous experience working in a port environment;
- Highly motivated self-starter who is able to work with minimal supervision;
- Demonstrated time management skills with ability to manage concurrent priorities in a fast-paced environment;

- Ability to build strong professional relationships across a multi-faceted organisation; and
- Good computer skills in Microsoft Word, Excel, Outlook and database systems.

## PERSONAL ATTRIBUTES

### MWPA VALUES

It is a requirement of all MWPA positions that work will be undertaken in line with the MWPA values as follows:

**COURAGE** – We have the courage to continuously move forward, innovate, learn and grow.

**COLLABORATION** – We bring the right people together to get the best result.

**ACCOUNTABILITY** – We deliver our very best in all we do, holding ourselves accountable for results.

**INTEGRITY** – We are consistently transparent, honest, ethical and genuine.

**CARING** – We care about our colleagues, our organisation, our community and our environment.

## SPECIAL CONDITIONS

### REQUIRED

- Ability to travel interstate and intrastate as required;
- May be required to work outside normal business hours;
- C Class Drivers Licence;
- Expected to undertake any additional training to complement the operation;
- The incumbent will be required to undertake a pre-employment psychometric testing and medical check including drug and alcohol testing prior to appointment;
- The ability to obtain a Maritime Security Identification Card is a condition of employment;
- All staff must participate in ongoing random drug and alcohol testing to support MWPA's zero tolerance policy; and
- Refer to Corporate Delegations Policy No. 06 (as amended from time to time). The Corporate Delegations Policy prevails to the extent of any inconsistency with this Position Description.

## ACCEPTANCE OF JOB DESCRIPTION

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

\_\_\_\_\_  
MANAGER NAME

\_\_\_\_\_  
MANAGER POSITION

\_\_\_\_\_  
SIGNATURE OF MANAGER

\_\_\_\_\_  
DATE



**Position Description Acceptance**

The Position Description has been 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

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