**POSITION VACANT: HARBOUR MASTER / MARINE MANAGER – PORT OF PORTLAND**

**Posted by**[**Daily Cargo News**](https://www.thedcn.com.au/author/daily-cargo-news/)**| 20th May, 2020**

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**HARBOUR MASTER / MARINE MANAGER**

**Reports to: Chief Executive Officer (CEO)**

**Location: Port of Portland**

**Port of Portland is a medium sized Port operating in south-west Victoria. The Port is owned by Palisade Ports Pty Ltd, an investment managed by Palisade Investment Partners.**

**Position Objective**

* **To act as licensed Harbour Master for the Port of Portland under the provisions of the Marine Safety Act 2010 and Marine Determination No. 7.2 (2005), sections 4.1, 4.2 and 4.3. This may include a number of responsibilities that need to be exercised independent of the organisation in the overall interests of and in compliance with specific responsibilities under the Marine Safety Act 2010 and other legislation. In some instances the Harbour Master is directly responsible to the regulatory authority – the Director, Maritime Safety, Transport Safety Victoria.**
* **Direct and control the safe movement of shipping and the navigation safety of all vessels in the waters of the Port of Portland.**
* **Monitor and coordinate the essential services to shipping. Develop and implement strategies to ensure the efficient and reliable provision of essential services to shipping at the port.**
* **Control the emergency response to shipping incidents.**
* **Manage the tug boats, pilot launch and staff.**
* **Manage annual sand shifting and maintenance dredging.**
* **Support the CEO and Manager, Quality, Safety and Environment in managing and enhancing the Port’s health, safety and environmental management systems to achieve a safe and environmentally responsive workplace and to ensure regulatory compliance.**

**Key Tasks and Specific Responsibilities**

1. **Pilotage and Harbour Master  
   The role is responsible to the CEO for ensuring that shipping is managed in accordance with the commercial priorities of the Port, the obligations of and powers vested under the Marine Act 1988 and in accordance with adopted international standards.**
2. **Regulatory  
   The incumbent is accountable to the CEO for ensuring the Company’s compliance with regulatory requirements in relation to marine and ship operations, including health and safety and environmental compliance.**
3. **Health, Safety and Environment  
   Assist in enabling the Port’s Safety, Health and Environment and Risk Management systems achieve regulatory compliance. The incumbent is accountable to the CEO for development of the Environment, health and safety policies and implementation in marine operations.**
4. **General Management  
   The incumbent is expected to participate fully as a senior member of the Management Team, by contributing expertise and experience in the achievement of POPL’s goals and resolution of issues.**
5. **Staff  
   The incumbent is responsible to the CEO for:**
   * **Assessment of training requirements of reporting staff and recommendation and implementation of training to ensure that procedures and systems are used to optimum capacity.**
   * **Employment, management and motivation of staff to ensure the optimum quality of output.**
   * **Setting, in conjunction with other managers, meaningful Key Performance Indicators and measuring performance against them.**
   * **Carrying out the Annual Performance monitoring process for reporting staff.**
6. **Other  
   Carrying out other tasks and duties, as and when required**

**Person Specification**

* **Master Class 1 qualification**
* **Senior management experience**
* **Skills and Knowledge**
* **Excellent communication skills**
* **Strong interpersonal skills**
* **Good relationship building and networking skills**
* **Good customer orientation**
* **Commercial and business acumen**
* **Strong planning, organisational and time management skills**
* **Flexibility and adaptability in working hours**
* **Excellent decision making and judgement skills**
* **Personal Attributes**
* **Honesty**
* **Team player**
* **Integrity**
* **Composed when under pressure**

**A significant remuneration package will be offered to the right person with appropriate relocation expenses paid by the port.**

**Send your application or any inquiries, via email to Janine Marra, Executive Assistant, Port of Portland**[**jmarra@portofportland.com.au**](mailto:jmarra@portofportland.com.au)

**Applications close at 4pm on Friday 5 June 2020.**

**A copy of the Position Description is available**[**HERE**](https://www.portofportland.com.au/wp-content/uploads/2020/05/PD_Harbour_Master_Marine_Manager-May2020.pdf)