

POSITION DESCRIPTION

Position Title:	Ship Scheduler	Position No:	SCH01
Position Type:	Permanent, Full Time	Classification:	DPO EA
Location:	Darwin, Northern Territory	Reports to Position:	MSMAN
Reports to:	Senior Manager, Marine Operations	Last Updated:	26/11/2025

POSITION OBJECTIVES

Coordinate shipping movements, marine pilot resource allocation and efficient pilot boat utilisation within the Port of Darwin to provide effective and efficient service solutions for all relevant stakeholders and in line with the scheduling procedures and the Darwin Port Access Policy.

MAIN DUTIES/KEY ACCOUNTABILITIES

- Plan and co-ordinate the allocation of berths and ship scheduling.
- Manage and resolve conflicts with simultaneous shipping movements, pilot and pilot boat resources.
- Manage berth allocations in coordination with other Darwin Port teams and customers.
- Liaise with relevant stakeholders and staff to develop short and long-term plans for vessel movements and resource allocations including long-term cruise ship scheduling.
- Ensure all vessels provide completed and accurate Notice of Arrivals and have all the necessary requirements for entry into the Port of Darwin.
- Monitor and review all changes to shipping scheduling undertaken by Harbour Control Officers outside of normal business hours.
- Liaise with stakeholders, Marine Pilots and staff to provide information on vessel movements.
- Liaise with and provide relief to Harbour Control Officers for meal breaks as required to achieve optimum results for shipping scheduling.
- Understand and apply knowledge of SOPs and relevant Port Notices
- Escalate scheduling issues to the Senior Manager, Marine Operations for resolution.
- Must be willing to complete any port specific or harbour control training.
- On occasion you may be required to be contactable outside of your ordinary hours of work.
- Contribute positively to continuous improvement activities and initiatives at Darwin Port
- Other duties as directed by your manager from time to time

QUALIFICATIONS & EXPERIENCE

Selection Criteria	Essential	Desirable
Qualifications	• Current NT drivers' licence • Current MSIC or ability to obtain	• Hold Certificate in elements of Shipboard safety, recognised by AMSA • Hold Short-Range Operator's Certificate of Proficiency • Hold an IALA VTS Basic Operator (V-103/1) (International Association of Marine Aids to Navigation and

EMPLOYEE SIGNATURE: _____ DATE: _____

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Selection Criteria	Essential	Desirable
		Lighthouse Authorities) standard for VTS Officers.
Experience	- Experience working in an operational administrative role that involved coordination, planning or scheduling. - Ability to work in a fast-paced environment with competing priorities. - Strong communication skills and confidence engaging with internal and external stakeholders.	- Previous experience in scheduling, logistics planning, or a comparable role. - Exposure to marine, transport, logistics or port related operations - Experience using scheduling or operational planning tools.

SKILLS & CAPABILITIES

- Able to display high level of professionalism, honesty and integrity in line with Darwin Port Values.
- High level of computer literacy and ability to learn new systems quickly.
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- High standard of written and oral communication skills with the ability to communicate positively and effectively with a diverse range of internal and external stakeholders.
- Ability to work effectively with people of various cultures independently and in a team environment to achieve objectives.
- Ability to identify and resolve problems, apply knowledge and understanding with confidence to make difficult decisions in a timely manner.
- Ability to apply safe work practices in performing duties and responsibilities and to proactively identify and report and/or resolve potential risks and hazards.

VALUES

Our organisational culture is underpinned by the Darwin Port values of **Teamwork, Respect, Integrity, Honesty and Safety.**

You are expected to carry out your position in alignment with the above values. You must comply with all relevant workplace policies, procedures, standards and legislative requirements.

EMPLOYEE SIGNATURE: _____ DATE: _____