

POSITION DESCRIPTION

Position Title:	Port Logistics Officer	Position No:	CGS06
Position Type:	Permanent Full Time	Classification:	LSO
Location:	Darwin, Northern Territory	Reports to Position:	WBMS
Reports to:	Manager, Port Logistics	Last Updated:	4.9.26

POSITION OBJECTIVES

Oversee the day-to-day wharf activities ensuring Darwin Port (DP) operates efficiently and safely and complies with all regulatory compliance obligations.

MAIN DUTIES/KEY ACCOUNTABILITIES

- Engage with all port users and oversee all berthing, mooring, cargo handling, bulk loading and rail dump operations at East Arm Wharf (EAW).
- Ensure correct implementation of Port Notices and procedures, providing oversight where appropriate.
- Build and maintain effective working relationships with key port users and stakeholders, manage competing priorities and resolve perceived conflicts where appropriate.
- Provide Biosecurity approved arrangement (AA) compliance, including inspections monitoring and management of all Biosecurity infrastructure.
- Ensure that all transiting goods in designated laydown areas on EAW are accurately documented, and records maintained and provided to relevant DP internal work groups and stakeholders.
- Carry out regular and/or routine Inspections of critical port infrastructure not limited to fuel lines, rail dump, off-loading system and report maintenance issues using maintenance software (ie MEX).
- Assist with development and implementation of site wide traffic management, berth planning support, and the safe and effective operations of quayside activities.
- Assist with the actioning of applications within the Permit to Work System, Vessel Hot Work Permits, and Dangerous Goods notifications, at all Darwin Port facilities and anchorages as required.
- Control, manage and report all WHS, oil spills, and other incidents at East Arm Wharf and provide assistance as a member of the Darwin Port Oil Spill Response Team.
- 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 • Current First Aid Certificate • Current Biosecurity Risk First Point of Entry Awareness, or ability to obtain.	• Trade Qualification • Hold a current NT Light Rigid Vehicle Licence • Current NT Security Officer License • Hold Cert II in Security Operations

EMPLOYEE SIGNATURE: _____ DATE: _____

POSITION DESCRIPTION

Selection Criteria	Essential	Desirable
Experience	- Current Advanced Dangerous Goods Certificate or ability to obtain. - Hold Short Range Operator's Certificate of Proficiency or the ability to obtain - Experience in effectively and safely operate specialised equipment in a port, bulk material handling and/or transport logistics' environment - Knowledge and experience of the operational application of Work Health & Safety principles	- Dangerous Goods Management - Biosecurity inspection and/or monitoring - Experience with a CMMS MEX

SKILLS & CAPABILITIES

- Able to display high level of professionalism, honesty and integrity in line with Darwin Port Values
- Self-motivated with excellent time management skills, reliability and attention to detail to ensure work is undertaken with a high level of accuracy without supervision
- Ability to influence and negotiate outcomes with stakeholders and build and maintain positive working relationships
- Ability to identify problems, gather information and apply knowledge and understanding of the business to address or escalate issues as appropriate
- High standard of written and oral communication skills with the ability to communicate positively and effectively with a diverse range of stakeholders external to and within the organisation
- Ability to work effectively with people of various cultures in a team environment as well as independently to achieve objectives
- Ability to apply safe work practices in performing duties and responsibilities and to proactively identify and report and/or resolve potential risks and hazards
- Ability to build and maintain positive working relationships internally and externally
- Well-developed computer skills, to work across a range of systems and software

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: _____