

Position Title:	Supervisor, Scheduling & Harbour Control	Position No:	SCH02
Position Type:	Permanent, Full Time	Classification:	DPO EA
Location:	Darwin, Northern Territory	Reports to Position:	MSMAN
Reports to:	Senior Manager, Marine Operations	Last Updated:	12/6/24

POSITION OBJECTIVES

The Supervisor, Scheduling & Harbour Control will lead and support the Harbour Control team, coordinate complex activities associated with shipping movements, marine pilot resource allocation and efficient pilot boat utilisation within the Port of Darwin to provide cost effective and efficient service solutions for all relevant stakeholders.

This role offers a unique opportunity to work in a leadership role and with key stakeholders, contributing to efficient vessel scheduling, forecasting, and the achievement of agreed targets.

MAIN DUTIES/KEY ACCOUNTABILITIES

- Plan and co-ordinate the allocation of berths and ship scheduling in accordance with Notice of Arrival (NoA) procedures and Port access policy including long-term cruise ship scheduling, whilst resolving conflicts with simultaneous shipping movements, marine pilot and pilot boat resources
- The central contact for all Darwin Port vessel stakeholders, including shipping agents, Defence, stevedoring companies, Marine Pilots and operations staff to provide information on vessel movements.
- Manage, use and maintain the data integrity of the Port Management System, providing valuable assistance and expertise to all users. Provide statistical data and reporting where required.
- Liaise with the Senior Manager, Marine Operations and other internal stakeholders regarding sensitive vessel arrivals
- Provide leadership, support, mentoring and coaching to the Harbour Control team and assist in the implementation of legislation, policies and, procedures
- Identify and report emergency situations and communicate changes quickly to those involved.
- Monitor and review all changes to shipping scheduling undertaken by Harbour Control Officers outside of normal business hours.
- Liaise with and provide relief to Harbour Control Officers for breaks and absences as required to achieve optimum results for shipping scheduling, to ensure the safety of all harbour users.
- Understand and apply knowledge of SOPs and relevant Port Notices
- Contribute positively to continuous improvement activities and initiatives at Darwin Port
- Other duties as directed by management from time to time.

QUALIFICATIONS & EXPERIENCE

Selection Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Current NT drivers' licence • Current MSIC or ability to obtain • Diploma in Business Management or Leadership & Management 	<ul style="list-style-type: none"> • Hold Certificate in elements of Shipboard safety, recognised by AMSA • Hold Short-Range Operator's Certificate of Proficiency

EMPLOYEE SIGNATURE: _____ DATE: _____

Selection Criteria	Essential	Desirable
	preferably relevant to marine industry as a minimum	<ul style="list-style-type: none"> Hold an IALA VTS Basic Operator (V-103/1) (International Association of Marine Aids to Navigation and Lighthouse Authorities) standard for VTS Officers.
Experience	<ul style="list-style-type: none"> Minimum 3 years' experience in scheduling, logistics planning, or a comparable role Previous experience as a Ships Agent and/or knowledge of international and domestic shipping requirements including the service needs of visiting vessels, including cargo, stores and passenger movements Minimum 5 years previous experience in supervision of a team 	<ul style="list-style-type: none"> Knowledge and experience of Work Health, Safety, Environmental and Security Management principles. Experience in operating a Port Management and scheduling system (currently Klein Port)

SKILLS & CAPABILITIES

- Ability to identify and resolve problems, apply knowledge and understanding with confidence to make difficult decisions in a timely manner, whilst meeting deadlines.
- Ability to influence and negotiate outcomes with stakeholders and build and maintain positive working relationships.
- Strong analytical, problem solving and planning skills with the ability to 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 internal and external stakeholders.
- High level of computer literacy and experience using MS Word, Excel, and Port Management Systems and Vessel Tracking Services
- Ability to work effectively with people of various cultures independently and in a team environment 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. Able to display high level of professionalism, honesty and integrity in line with Darwin Port Values

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: _____