

At T-Ports, we are proud of what we do.
Our four pillars – INNOVATION + SAFETY + EFFICIENCY + INTEGRITY – give us focus and define our success.

POSITION TITLE:	Marine Manager
INCUMBENT:	
REPORTING TO:	General Manager Operations / CEO
LOCATION:	Adelaide, South Australia
TERM:	Full Time, Permanent
DIRECT REPORTS:	Marine Crew
APPROVED DATE:	August 2020

Position Overview

The role of Marine Manager – is responsible for the management and coordination of our Transshipment and Dredging Operations, to ensure a seamless flow of qualified people, product, process, and profits occur. The role provides hands on and strategic leadership in a way that maximises the profitability of the Company while providing a high level of customer satisfaction and engagement.

Key Responsibilities

- Provide professional support to the team for all Marine related matters, participating in the formulation of the business strategy, whilst ensuring the safe operation of the company's vessels.
- Provide a comprehensive marine management function for the vessels for which you are responsible for and establish a close liaison with the General Manager, Operations, Harbour Master and DPA in respect of the operation to ensure delivery of a safe and cost effective service.
- Manage safe manning levels on the vessels in accordance to AMSA regulations.
- Carryout incident reviews, accident investigations and vessel audits as required.
- Undertake annual inspections of each vessel for which responsible and submit comprehensive management reports including recommendations for resolution of problems arising.
- Responsible for Shipboard Disciplinary matters and issues arising in consultation with the Human Resources Manager.
- Carryout performance appraisals of the senior marine officers onboard the vessels and provide advice and guidance on training requirements in conjunction with the Human Resources Manager.
- Identify and interview suitably qualified and competent master's and Deck Officers for employment / promotion to appropriate vessels in conjunction with the Human Resources Manager.
- Ensure all necessary documentation and equipment required for vessel operations is maintained and complies with relevant legislation.

- Provide advice and guidance to Managers & Masters on marine, legal, and professional matters.
- Master the vessels during periods of absence or relief as required.

Financials

- Assist with the financial management of T-Ports, including planning, developing, implementing and monitoring agreed budgets.
- Ensure marine operations complies with all T-Ports financial policies and procedures.
- Drive key procurement activities for operational assets and equipment in line with company procurement policy.

People

- Role model the values of T-Ports at all time.
- Assist in managing team(s) of highly motivated and successful internal personnel.
- Support the CEO and T-Ports to implement effective contemporary governance practices and fulfil the corporate, regulatory and fiduciary governance accountabilities.
- Inspire, motivate and drive enthusiasm with all stakeholders and T-Ports members.
- Support and drive the learning and development programs for upskilling, educating, and supporting the marine team.
- Liaise/network with key members and decision makers to progress action on key objectives of T-Ports.
- Assist in the development of a succession plan for staff to ensure internal organic growth where possible for future projects within the business.

Work Health & Safety

- Provide leadership in the implementation and application of T-Ports Work Health and Safety and Return to Work policies and procedures.
- Comply with all WH&S regulations, codes of practice and T-Ports policies and procedures.
- Take reasonable care to protect your own safety at work and to avoid adversely affecting the health and safety of any other person through an act or omission at work.
- Report any incidents, near misses or identified hazards in the workplace and where appropriate take action to eliminate or reduce the risk.
- Ensure that the workplace is, so far as is reasonably practicable, safe and without risks to the health or safety of employees and other persons.

Competencies Required

- Ability to prioritise activities, manage competing priorities and respond to ad hoc requests
- Effective leadership and management of a team and promotion of a collaborative and respectful culture.
- Well-developed judgment and decision-making capability.
- Demonstrated ability to efficiently build and manage budgets.
- Ability to build productive, sustainable relationships with a range of industry partners including, clients, government organisations and businesses.
- High level organisational and time management skills.

- Outstanding oral and written communication skills.
- Highly developed interpersonal skills with a proven ability to build robust working relationships.
- Solid commitment to workplace and governance policies (Privacy, Harassment, WHS)

Qualifications / Experience

- Master Mariner with a [STCW](#) (No limitations) qualifications.
- Transshipping experience, preferably on self-discharging vessels.
- Trained in incident management / investigation techniques and auditing.

POSITION AGREEMENT

Authorised by
 CEO:

Print Name

Signature

Date

I acknowledge that the above position description guides the responsibilities to be undertaken by me in my role with T-Ports.

Incumbent:

Print Name

Signature

Date

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