

POSITION DESCRIPTION

POSITION DETAILS

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| Position: | Casual Newton King Tanker Terminal Duty (NKTT) Superintendent |
| Division: | Operations |
| Location: | Port Taranaki – New Plymouth |
| Reports to: | Technical & Operations Planning Manager |
| Date: | March 2022 |

PURPOSE

- To provide effective support to Port Taranaki Limited (PTL) through the timely provision of planning, scheduling and forecasting of shipping and operations activities and continuous improvement of operations planning.
- To support Seaberth/MES as the system that is relied on and used as a transparent “one version of the truth” scheduling tool that will rationalise internal and external communications and reduce silos.

KEY RESPONSIBILITIES

Terminal Operations

- Liaise with the ships’ masters, port users and other port staff to ensure the safe and efficient operation of the Tanker Terminal
- Ensure that all legislative responsibilities and requirements in relation to health and safety, the Resource Management Act and HSNO regulations are always met.
- Ensure that NKTT practices are compliant with the International Safety Guide for Oil Tankers and Terminals and the Tanker Terminal Operating Procedure
- Maintain oversight of activities in the NKTT and identify events that may compromise safety. Take proactive and preventative action.
- Ensure that any who enters the NKTT is inducted and aware of the safety requirements of working within the tanker terminal.

Permit Facility System and Support

- Provide direction as the area technician for the operation of permits within NKTT and associated infrastructure.
- Issue permits and manage Port activities within the Common Permit to Work system during out of office hours, or as required to cover for the Permit Office.
- Act as the primary PTL permit issuer.
- Ensure WorkSafe NZ is informed of notifiable work being undertaken on our site.
- Ensure isolations have been checked and are fit for purpose.
- Ensure all permit-related documentation is kept up to date, is clear and concise.
- Ensure permits are appropriately closed and archived on completion of the task.

Works Planning and Communication

- Forecasting, maintaining, reviewing, and completing all vessel visits and associated services daily (Monday to Friday).
- Ensure reliable, centralised plans and schedules are continuously available within Seaberth/MES.
- Ensure all end-to-end nomination criteria is completed within MES.
- Proactively participate in daily operations meetings to improve planning processes and understand implications of site activities.
- Discuss maintenance plan requirements with the Maintenance Planner weekly.
- Participate in the daily operations planning forum and contribute works information relevant to operations in the near term.
- Promote and facilitate proactive works' planning with internal and external stakeholders.
- Engage with engineering and maintenance teams to plan/ anticipate PTL work programmes.
- Identify and intervene re potential overlapping works, conflicts and SimOps.
- Ensure that works, conflicts and SimOps are communicated to all those who need to be aware of the work.

Medium and Long Term Planning

- In the absence of the Operations Planner, provide coverage for medium and long term planning activities;
 - Utilise business plan forecasts, budgeted works, improvement initiatives, organisational changes and the like to develop quarterly outlooks.
 - Conduct simulations within Seaberth e.g., services growth, outages management, new vessels, resource optimisation.
 - Coordinate and make presentations at stakeholder meetings.
 - Provide input into cross departmental planning systems and process for efficiency and improved communications e.g., Asset Management planning, HR training and development, capital projects planning.
 - Ensure continuous improvement processes are in place for review of system rules and constraints.
 - Support the Head of Operations with the review and implementation of Vessel Planning Principles.
 - Input to the Business plan by conducting strategic simulations (e.g., changes to vessels calls, berth numbers, major organisational changes, services etc.) aligned to the Ports Asset Management Plan and long-term cargo forecasts / vessel numbers.
 - Consult, participate in, coordinate, and advise other departments on planning related projects as assigned.

Technical

- Maintain a register of testing equipment used within the port.
- Maintain a site machinery register for oversized vehicles per section 4.13 of the PTL Standard Conditions of Business. Liaise with the infrastructure team for authorisation and parameters when on site.
- Maintain site certification register for port users (Worksafe Audits, Electrical equipment compliance, current periodic verification certificate & Equipment register)

Port Emergency planning and action

- Assist with the Emergency Response Plan during exercises and/or in the event of an emergency.
- To act as incident controller or emergency response team member, as determined by the event.

Health, Safety and Environment

- Contribute to the development of health and safety management plans for contract work and projects.
- Ensure incidents and near misses are reported in accordance with company policy.
- Undertake incident investigation and reporting as required.
- Support initiatives led by the H&S Team
- Establish and maintain open communication with team members to enable good safety outcomes
- Participate in the event reporting process to capture and address safety issues, security issues, good behaviours and new ideas
- Communicate safety information to team members
- Lead initiatives designed to improve the safety performance

General duties

- To develop, implement and maintain procedures and systems
- Provide back up to Terminal Superintendent
- Educate PTL staff and other users about works requirements and standards.
- Maintain functional relationships with third parties, project managers, PCWIS
- Any other appropriate duties as required and delegated by the Technical & Operations Planning Manager

EXPERIENCE, QUALIFICATIONS AND SKILLS

Specific knowledge, skills, and abilities

Essential

- Excellent interpersonal and communication skills
- Able to manage conflict, and provide collaborative resolutions in difficult situations
- Displays emotional intelligence including self-control, integrity, honesty and openness
- Works well under pressure of deadlines with excellent time management and prioritisation skills
- Software skills, specifically across the Windows Suite

Desirable

- Previous experience in Permit to Work systems
- Appropriate certification in maritime/petrochemical industry