

Position Description



Optimisation Lead

Date	November 2025	
Purpose of Position	The Optimisation Lead is responsible for: - Leading and integrating vessel and yard planning functions to ensure seamless, efficient, and safe operations across Port Otago. - Providing strategic oversight and operational leadership to optimise container flow, vessel stowage, yard space utilisation, and execution alignment. - Working closely with the Optimisation Manager and Operations Planning Lead to review planned versus actual performance to identify variances, enabling data-driven adjustments that inform and improve future planning cycles. - Act as a key liaison between planning teams, terminal operations, and external stakeholders, driving performance, collaboration, and innovation in support of Port Otago's service delivery goals.	
Reports to	Optimisation Manager	
Key Relationships	• Operations Planning Lead • Terminal Team Supervisors • Operational Planning Specialists • Vessel Planners • Controllers	• GM Operations • Depot teams • Supply Chain Warehousing teams • Shipping Lines and Agents
Qualifications & Requirements	• Bachelor's degree in Business Administration, Logistics, or a related field, or equivalent experience. • Experience in change and operations management, ideally from a port or logistics environment. • Proven leadership experience, managing cross functional teams, building and leading high-performance teams, and driving collaboration across departments for operational success. • Proficient in data analysis tools and software, with experience in applying data insights to effectively drive continuous improvement in both people and system performance. • Strong problem-solving skills with experience identifying, analysing and designing solutions for complex operational challenges. • Expert in building relationships and influencing a wide range of stakeholders through excellent communication and interpersonal skills, with proven ability to engage and motivate others.	

	• Strong organisational skills with high attention to detail and the ability to manage competing priorities.
Direct Reports	• Vessel Planners x4 • Controllers x 9

Core Responsibilities

Health & Safety	• Takes responsibility for own and others safety. • Follow all Port Otago Health and Safety guidelines and procedures. • Reports and escalates Health and Safety issues to Supervisor/Manager (everybody's responsibility in every situation). • Participate in injury management processes and accept first aid when reporting work related pain or discomfort and harm. • Report all incidents, injuries and near misses accurately and in a timely fashion. • Participates in site inductions and supports on-going health and safety related training programmes. • Ensure strict adherence to safety standards, statutory and legislative requirements & Port Otago policies and procedures. • Comply with work area PPE requirements. • Follow the "Take 5" personal task hazard process. • Responsible for ensuring a safe workplace and adherence to good housekeeping practices. • Attendance & involvement at all team Health and Safety meetings • Present to work in a fit state free from risk of impairment due to fatigue, drugs and alcohol.
Leadership & Team Development	• Provide day-to-day leadership, coaching, and support to the Vessel Planners and Controllers. • Foster a collaborative, high-performance culture focused on continuous improvement and operational excellence. • Ensure alignment of planning activities across vessel and yard operations. • Support professional development and capability building within the Planning & Control team.
Execution Oversight	• Oversee the development and execution of vessel stowage plans and yard allocation strategies. • Ensure planning outputs are executable, aligned with operational priorities, and responsive to real-time changes. • Monitor plan adherence and execution performance, identifying and resolving variances. • Participate in daily planning meetings and operational reviews to ensure coordination and readiness.

Optimisation & Continuous Improvement	• Drive optimisation initiatives to improve crane productivity, reduce container rehandling, and maximise yard space utilisation. • Analyse operational data and trends to identify inefficiencies and lead improvement. • Refine planning processes, tools, and models to enhance accuracy and responsiveness. • Promote innovation and challenge the status quo to improve service delivery.
Customer Excellence	• Manage and resolve enquiries promptly and professionally. • Represent Port Otago in a positive and professional manner. • Maintain strong working relationships with internal and external stakeholders to ensure alignment on operational requirements and expectations.
Personal Development	• Plans, develops and identifies work goals, actions and timelines in conjunction with the Optimisation Manager. • In partnership with the Optimisation Manager, takes responsibility for developing own personal development plan through Connect Conversations.
Team Contribution	• Develop open, honest, and respectful working relationships with team members • Actively listen to other people's ideas and contribute positively to team activities • Promotes a cohesive and inclusive team culture. • Adheres to and actively promotes Port Otago policies. • Actively listens to other people's ideas and contributes positively to team activities. • Role models transparency, accountability, innovation, and future thinking.
Other duties	• Undertake other tasks and project related work as required. • Provide operational coverage across roles when required.

Key Performance Measures

Execution	• All planned moves are executed to plan. • Gross crane rate is 28 moves per hour. • Average truck dwell time is 25 minutes or less. • Rail shunt departures are on time. • Rail load back is executed to plan.
Reporting	• 100% of shift reports are completed and submitted by the end of each shift. • Shift reports include: - Comprehensive details of completed and ongoing tasks. - Any issues or incidents that arose during the shift. - Clear communication to ensure seamless handover to the next shift.

	- All planned vs actual performance variances are documented and reported daily to support operational transparency and continuous improvement.
Health & Safety	• All incidents, injuries & Near misses are reported promptly and accurately. • All hazards identified are reported immediately. • Follow policy and procedures to enable a culture of failing safely. • Self-report when there is a risk of impairment from fatigue, or drugs & alcohol. To always have safe work practices and to be a role model for others.
Values	• Acts within the Port of Otago values at all times. • Punctual time keeping for work and scheduled meetings. • Contributes positively to team meetings and Health and Safety meetings.
Teamwork	• Works collaboratively to achieve the common goal. • Shows respect for what others are trying to achieve by actively listening and responding constructively. • Develop open and honest working relationship with other kaimahi. • Maintains good working relationships including good co-operation and communication between teams. • Looks for opportunities to help other teams. • Maintains a safe and tidy working environment.