

# Position Description



## Planning Administrator

<b>Date:</b>	January 2023
<b>Purpose of position:</b>	<p>To assist the Marine Planner, GM Marine &amp; Infrastructure and Pilots with the day-to-day administration.</p> <p>Using the electronic database systems to effective forecast methods to ensure the floating plant and resources are able to deliver timely and effective services for our customers.</p>
<b>Reports to:</b>	Marine Planner
<b>Key Relationships:</b>	<ul style="list-style-type: none"><li>• GM Marine &amp; Infrastructure</li><li>• Marine Maintenance Manager</li><li>• Workforce planning system users of all levels</li><li>• Workforce planning vendor</li><li>• People Team</li><li>• All Managers and Supervisors responsible for staff</li><li>• Security Manager</li><li>• Pilots</li><li>• Tug and launch crews</li><li>• Port Protection Officer's</li><li>• Shipping Agents</li><li>• Suppliers</li><li>• Other New Zealand Port Companies</li></ul>
<b>Qualifications &amp; Requirements</b>	<ul style="list-style-type: none"><li>• Prior working knowledge within a Marine environment desirable</li><li>• Experience within the transport/logistics/shipping industry desirable</li><li>• Experience liaising with numerous stakeholders with excellent communication and engagement skills, with a collaborative style</li><li>• Proactive, organised, and flexible with the ability to use initiative and strategic mindset to create business efficiencies.</li><li>• A good problem solver who can cope with change.</li><li>• Must have the ability to see the big picture assess risks and requirements to ensure the right resources are in place.</li><li>• Advanced skills in word and excel along with strong numerical abilities and be comfortable analysing data sets with a high level of accuracy and attention to detail.</li></ul>
<b>Direct Reports:</b>	<ul style="list-style-type: none"><li>• None</li></ul>

## Core Responsibilities

<p><b>Health and Safety</b></p>	<ul style="list-style-type: none"> <li>• Takes responsibility for own and others safety</li> <li>• Follows safety guidelines and procedures</li> <li>• Reports and escalates Health and Safety issues appropriately (everybody's responsibility in every situation)</li> <li>• Report all incidents, accident and near misses accurately and in a timely fashion.</li> <li>• Participates in inductions, on-going training programmes and safety drills and briefings.</li> <li>• Ensures strict adherence to safety standards, statutory and legislative requirements, &amp; Port Otago policies and procedures.</li> <li>• Complies with work area PPE requirements.</li> <li>• Actively participates in Hazard Register reviews and updates and identifies and documents new hazards.</li> <li>• Responsible for ensuring a safe workplace and adherence to good housekeeping practices.</li> <li>• Support safe behaviours through the Port Otago random drug &amp; alcohol process</li> <li>• Apply and maintain all relevant quality, sustainability, and environmental operational requirements.</li> </ul>
<p><b>Workforce Planning &amp; Scheduling</b></p>	<ul style="list-style-type: none"> <li>• Assist the workforce plan (roster) for our Marine Team which adheres to the terms and conditions of the Collective Employment Agreement's, Policies and Guidelines to ensure that we have the right people in the right places at the right times.</li> <li>• Work closely with the Managers and Leaders across the business to ensure risks are mitigated with regards to workforce planning and upcoming events which could impact on rostering.</li> <li>• Monitor and ensure the correct demand/event driven information is being entered into the Workforce Planning System.</li> <li>• Understand the CEA, their intent and link to rules within the roster system which then flows to payroll payments.</li> <li>• Ensure end of week timesheets have been accurately updated/inputted from the roster system ready for transfer to Pay System.</li> <li>• Create forecast and scenario-based planning when requested.</li> <li>• Maintain and update the Workforce Planning system master data to ensure it continually reflects the correct rates and rules.</li> <li>• Provide support for all users of the Workforce Planning System and escalate queries when necessary.</li> <li>• Subject Matter Expert (SME) and go-to person for any roster issues.</li> <li>• Support workforce planning, learning and training by ensuring our people have time allocated for continued development.</li> </ul>

<b>Marine Administration</b>	<ul style="list-style-type: none"> <li>• Ensure that the MOSS system is maintained and meets Maritime New Zealand requirements.</li> </ul>
<b>Harbour Services</b>	<ul style="list-style-type: none"> <li>• Assist with arranging the maintenance and repair of the navigation aids within Otago Harbour.</li> <li>• Maintain records of any work required or alterations to the Navigation Aids.</li> <li>• Liaise with the Marine Maintenance Manager closely with regard to Navigation Aids within the Otago Harbour.</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Provide data, reports and other information which can be used by Managers to make informed decisions about workforce management and planning.</li> <li>• Maintain Workforce Planning Dashboards for relevant roles.</li> <li>• Provide ad-hoc reporting on request.</li> </ul>
<b>Projects &amp; Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• An active team member of Project Roster, getting involved in implementation, testing, change management and user training.</li> <li>• Provide support for other projects as required.</li> <li>• Identify opportunities for improvement in the people planning space.</li> <li>• Continually improve the rostering tool to improve user uptake.</li> </ul>
<b>Purchase Orders and Invoicing</b>	<ul style="list-style-type: none"> <li>• Liaise with Suppliers to order and check on work orders for supplies and equipment</li> <li>• Prepare and Process Work Orders and allocation of cost centres through NAV and Maximo</li> <li>• Complete details of Purchase Orders on the electronic system.</li> <li>• NXP orders</li> <li>• Collect information and prepare complete invoices for all vessel calls, Marine Services, water, garbage, etc</li> <li>• Tariff rates as advised by the Commercial Manager</li> <li>• Process invoices for Marine Services</li> <li>• Update records</li> </ul>
<b>General Administrative Tasks</b>	<ul style="list-style-type: none"> <li>• Responsible for creating and maintaining user guides for the marine tasks.</li> <li>• Monthly Inspections</li> <li>• Manage the Marine Shared Inbox</li> <li>• First Aid Supply ordering</li> <li>• PPE ordering</li> <li>• MOSS – expiring PPE equipment and arranging for items to be sent away to be serviced.</li> <li>• Prepare agenda for monthly meetings</li> <li>• Take and prepare minutes of monthly meetings</li> <li>• Complete monthly reports as required</li> <li>• Process leave applications</li> <li>• Responds to all incoming emails and phone messages within 24 hours</li> <li>• Answers all incoming phone enquiries</li> <li>• Hazard Registers</li> </ul>
<b>Relationships</b>	<ul style="list-style-type: none"> <li>• Develop open, honest and respectful working relationships with the Marine manager and other members of the Marine Services team and members of Port Otago staff.</li> </ul>

	<ul style="list-style-type: none"> <li>Responsible for presenting Port Otago in a positive and professional manner to all parties with whom he/she has contact.</li> <li>Build effective relationships with clients, Otago Regional Council, Maritime New Zealand and other Port Companies</li> </ul>
<b>Personal Development Plan</b>	<ul style="list-style-type: none"> <li>Actively participate in Connect Conversations to identify goals, actions, and timelines.</li> <li>Take responsibility for developing own personal plan in conjunction with your manager through Connect Conversations.</li> </ul>

## Key Performance Measures

<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>Takes responsibility for own and others' safety</li> <li>Complies with all PPE requirements</li> <li>Complies with all Health and Safety reporting, policies and procedures</li> </ul>
<b>Vessel Planning</b>	<ul style="list-style-type: none"> <li>Optimal numbers are to be assigned to the workforce plan.</li> <li>Compare actual against plan and report on variances.</li> <li>Report lessons learnt and adapt the planning process.</li> <li>All users are trained to their relevant role level on the roster system.</li> </ul>
<b>Rostering Assistance</b>	<ul style="list-style-type: none"> <li>All leave requests are managed in line with operational requirements</li> <li>Fatigue issues are identified and managed within the agreed framework</li> <li>Actively arranges marine relievers and casuals to fill any gaps in the marine roster</li> </ul>
<b>Invoicing and Purchase Orders</b>	<ul style="list-style-type: none"> <li>Deadlines met with invoicing of customer revenues as per customer service level agreements</li> <li>Deadlines met with invoicing of customer revenues as required to meet month-end reporting requirements</li> </ul>
<b>Marine Staff Coordination</b>	<ul style="list-style-type: none"> <li>Appropriate and timely allocation of staff</li> <li>Shipping orders posted on time</li> <li>Compilation of weekly breakdown of hours worked for all Marine Services staff</li> </ul>
<b>Values</b>	<ul style="list-style-type: none"> <li>Above the line behaviours are demonstrated at all times</li> </ul>