



WORK IN THE CENTRE OF THE ACTION

CARGO HANDLER

POSITION PROFILE

Business Group:	Break Bulk	Reporting to:	Cargo Manager
Location:	Wellington	Date:	February 2025

CentrePort is a key strategic asset for the central New Zealand economy. We're investing in our people, technology, assets, and systems to ensure we are a 21st century Port that delivers for customers and continues to drive economic growth. CentrePort isn't just Wellington – we're excited by the expanding regional hub network that extends out to Taranaki, Whanganui, the Wairarapa, and Manawatu.

Our Company Vision

To be the **PORT OF CHOICE** for Central New Zealand.

Our Values and Guiding Behaviours



Be safe

- We always take personal responsibility.
- We live safety 24/7 looking after ourselves, our mates, port users, and our whanau and family.



One team

- We work together to achieve our shared goals.
- We celebrate success, have fun and play our part to create a great place to work.
- We're always straight up; operating with trust, integrity and respect.



Aim higher

- We're bold, ambitious and extremely competitive.
- We think ahead and always look for ways to get better at everything we do.
- We pride ourselves on continually creating more value for our customers, shareholders and community.



Make it happen

- We always deliver on our promises.
- We have a 'can do' attitude and always find ways to overcome challenges and get things done.

Business Unit Purpose:**Port Operations:**

The key role of Port Operations is to:

- Provide safe, effective and efficient service delivery to CentrePort's clients and to manage all operational activities related to containers, break bulk, bulk fuel, cruise and ferries.
- The key contributions to CentrePort are the effective and efficient cost management through a variety of means including employee work practices, optimal use of assets, use of technology and leveraging the logistics supply chain.
- Areas of accountability include terminal operations (including containers, empty depot, break bulk and rail), ferries, cruise, satellite sites, engineering & maintenance, and security.
- Port Operations contributes equally with other CentrePort groups to the development and achievement of CentrePort strategies.

Role Purpose and Scope:

The purpose of the Cargo Handler role is to:

- perform the safe and efficient movement of cargo and associated operations, as required by CentrePort and its customers, in accordance with standard operating procedures and as directed.

Key Result Area**Accountabilities****Health and Safety**

- Comply with the Health and Safety at Work Act 2015 and the Company's documented health and safety policies, regulations and procedures; this includes, but is not limited to:
 - Participating in the identification of health and safety, environmental and risk control issues.
 - Following correct and safe work practices, and reporting unsafe conditions and practices.
 - Wearing appropriate Personnel Protective Equipment as specified.
 - Reporting accurately accidents/incidents/hazards and participating in subsequent investigations.
- Participate in other Risk Control initiatives as required.

Mobile Plant and Gantry Operations

- Safely and efficiently operate CentrePort's range of mobile plant and gantry operations equipment to lift, move and stack product as directed.
- Report defective parts and mechanical/electrical malfunctions and follow up as required.
- Comply with all standard operating, safety, and security procedures as set out by CentrePort and its customers.

Cargo and Goods Movement

- Carefully transport cargo to designated areas, then unload, store and stack accurately in line with exact instructions and procedures.
- Deliver cargo to ship's side in line with exact instructions and procedures.
- Stow cargo securely and safely in accordance with standard operating procedures.
- Ensure specified items are cleaned to standards established by MPI.

Other General Duties

- The Cargo Handler will undertake a range of duties in and around the port area. These will include but not limited to:
- warehousing vanning and devanning cargos.

	<ul style="list-style-type: none"> • processing and decontaminating import vehicles / machinery. • assisting with Cruise operations. • yard, shed and berth cleaning, debris management and other duties around the port areas, as required. • assisting with Port Security operations.
Other	<ul style="list-style-type: none"> • Participate in role and organisation-related training activities, courses and programmes. • Carry out other duties within capability as directed.
Direct Reports	Nil
Delegated Authority	Authorisation of expenditure and payments up to the maximum delegated to the position. Refer to the current approved Delegated Approval Limits list.
Performance Criteria	A Performance and Development Plan will be developed that reflects the contribution the role holder is expected to make towards achieving the team's objectives and measures. This plan will contain objectives that are consistent with the Key Result Areas for the Company.

Person Specification

Key Experience, Qualifications, Skills Required

The incumbent will have the skills, qualifications and experience necessary for this position, including:

- High levels of initiative, a strong work ethic and a great attitude.
- Full class 1 driver's licence preferably with class 2, R, T, W and F endorsement/s.
- NZQA 3800 Certification (Use a radio remote or pendant controlled gantry crane to lift and place regular loads)
- Experience operating heavy machinery, ideally in the transport or port industries.
- A demonstrated understanding of the importance of safety in a high safety risk environment.
- Experience using forklifts or similar machines, to lift, move and stack goods.
- The ability to perform work of a physical nature, in confined spaces, at height and in all weather conditions.
- Flexibility and adaptability to deal with changing tasks with minimal notice.
- Ability to work shifts at short notice.
- Basic keyboard and data entry skills and ability to use a variety of devices.
- Ability to work accurately with numbers.
- Ability to follow simple instructions and work unsupervised.