

WORK IN THE CENTRE OF THE ACTION



MARINE DELIVERY MANAGER

POSITION PROFILE

Business Group:	People Safety & Marine	Reporting to:	Marine Services Manager
Location:	Wellington	Date:	April 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:

People, Safety and Marine:

The purpose of the People, Safety and Marine Business Group is to:

- Provide our leaders and people with the capacity, including tools, processes and expertise to deliver our strategic objectives.
- Lead the effective delivery of practice across organisational development, workforce planning, performance management, talent management, remuneration and benefits, employee relations, learning and development, health and safety and wellbeing, enterprise risk and environmental management for CentrePort.
- Lead the creation of a high performing, employee engaged culture in line with CentrePort's Vision, strategic objectives and Values.
- Ensure the effective and efficient management of CentrePort's Marine Services activities.

Role Purpose and Scope:

The purpose of the Marine Delivery Manager role is to:

- Lead, oversee and direct the work activities and performance of direct reports.
- Lead the day-to-day management of tugs and launches, ensuring safe, efficient, and cost-effective operations. Oversee the smooth running of the fleet, ensuring services are consistently aligned with and meet the operational requirements of CentrePort's customers.
- Ensure the effective delivery of a safe, reliable, and cost-efficient preventative maintenance programme and the successful planning and execution of complex maintenance activities and projects, such as vessel surveys and dry dockings.
- Ensure adherence to all relevant industry codes, standards, and regulations. Support the development, implementation, review, and maintenance of procedures designed to mitigate or minimise operational risk.
- Establish and maintain close working relationships with internal and external contacts and customers ensuring the Marine Level Agreements (SLA's) are met.
- The position holder will have Designated Person Ashore (DPA) responsibility and will relieve the Marine Services Manager when they are absent.

Key Result Area	Accountabilities
Health and Safety	<p>Manage compliance with the Health and Safety at Work Act 2015 and the Company's documented health and safety policies, regulations, and procedures to ensure that:</p> <ul style="list-style-type: none">• Employees and contractors comply with the above legislation, policies, regulations and procedures.• Health and safety issues relative to the work area are identified and managed in accordance with the above legislation, policies, regulations and procedures.• Provide opportunities for employees to actively participate in all health and safety initiatives and matters.• Support the safe and early return to work of injured employees.
Leadership	<ul style="list-style-type: none">• Lead, oversee and direct the work activities and performance of team members.• Foster an environment of teamwork and cooperation where team members can freely exchange ideas, work together towards shared objectives, and gain knowledge from one another.

	<ul style="list-style-type: none"> • Develop team members through positive, constructive feedback and coaching. • Promote positive communication through encouraging open dialogue, active listening and feedback-sharing. • Demonstrate supportive leadership, prioritising well-being and fostering a culture where team members are encouraged to bring their best selves to work. • Lead any recruitment processes across area of accountability. • Ensure team members have the knowledge and practical skills to carry out the day-to-day tasks involved in Marine operations.
Marine Delivery Management	<ul style="list-style-type: none"> • Lead the day-to-day management of tugs and launches, ensuring safe, efficient, and cost-effective operations. Oversee the smooth running of the fleet, ensuring services are consistently aligned with and meet the operational requirements of CentrePort's customers. • Work with the Planner to: <ul style="list-style-type: none"> ○ Ensure operational rosters are consistent with the commercial focus of CentrePort, and which maximise the effective utilisation of tug and launch staff. ○ Manage the leave for direct reports. ○ Identify and resolve any fatigue 'red flags' for tug and launch staff. • Submit accurate payroll information for direct reports. • Ensure the effective delivery of a safe, reliable, and cost-efficient preventative maintenance programme. This includes: <ul style="list-style-type: none"> ○ Ensuring all marine assets (tugs and pilot launches), are properly maintained and that critical spare parts are available to support operational reliability. ○ Overseeing the successful planning and execution of complex maintenance activities and projects, such as vessel surveys and dry dockings.
Compliance and Risk Management	<ul style="list-style-type: none"> • Ensure adherence to all relevant industry codes, standards, and regulations. • Support the development, implementation, review, and maintenance of procedures designed to mitigate or minimise operational risk. This includes the creation and ongoing management of Standard Operating Procedures (SOPs), as well as participation in audits as required.
Financial Management	<ul style="list-style-type: none"> • Support the Marine Services Manager with: <ul style="list-style-type: none"> ○ preparing annual budgets and capital expenditure forecasts for areas of authority. ○ analysing and reporting on actual performance against budget.
Relationship Management	<ul style="list-style-type: none"> • Establish and maintain close working relationships with internal and external contacts and customers including local authorities, suppliers, and contractors ensuring the Marine Service Level Agreements (SLA's) are met.

Other	<ul style="list-style-type: none"> • Carry out other tasks as requested by the Marine Services Manager, within the individual's capabilities and capacity. • Represent CentrePort when requested in external forums as appropriate. • Participate and undergo training as may be required.
Direct Reports	22
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. The Plan will contain objectives that are consistent with the Key Result Areas for this Business Unit.

Personal Specification

Key Experience, Qualifications, Skills Required

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

- Experience in a maritime environment.
- People leadership experience, with a strong emphasis on safety, operational performance, and fostering a positive workplace culture.
- Demonstrated ability to build and manage productive relationships with a wide range of stakeholders, both internal and external.
- Strong interpersonal and communication skills, with a track record of fostering collaboration, managing expectations, and influencing outcomes.
- Proactive and solutions-focused, with an ability to confidently drive initiatives, overcome challenges, and deliver effective outcomes.
- Strong decision making and problem-solving skills, can confidently analyse and apply key information with good judgement and take accountability.