

# WORK IN THE CENTRE OF THE ACTION



## POSITION PROFILE

## PORT SECURITY OFFICER

<b>Business Group:</b>	Container Services	<b>Reporting to:</b>	Security Manager
<b>Location:</b>	Wellington	<b>Date:</b>	May 2025

CentrePort is a key strategic asset for the central New Zealand economy. As New Zealand's busiest port we are "At the heart of connecting New Zealand's supply chain and transport system". We aren't just Wellington – we focus on our people, our environment, our communities and our customers and through our associated companies we connect the Port to our regional hub network that extends out to Taranaki, Whanganui, Marlborough, 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 Security Officer role is to:

- Provide effective control and security within the Port, as per the Maritime Security Act.
- Support compliance with the CentrePort Port Facility Security Plan.

Key Result Area	Accountabilities
<b>Health and Safety</b>	<ul style="list-style-type: none"><li>• 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:<ul style="list-style-type: none"><li>○ Participating in the identification of health and safety, environmental and risk control issues.</li><li>○ Following correct and safe work practices, and reporting unsafe conditions and practices.</li><li>○ Wearing appropriate Personnel Protective Equipment as specified.</li><li>○ Reporting accurately accidents/incidents/hazards and participating in subsequent investigations.</li></ul></li><li>• Participate in other Risk Control initiatives as required.</li></ul>
<b>Security Surveillance (Mobile Patrols)</b>	<ul style="list-style-type: none"><li>• Perform checks on the Port Secure area fence line perimeters.</li><li>• Monitor the movement of people within the Port Secure area.</li><li>• When required, conduct visual and external inspections of Port Company and other port users' property (including stored cargo).</li></ul>
<b>Security Surveillance (Camera)</b>	<ul style="list-style-type: none"><li>• Monitor the movement of vehicles and workers, including ship's crews within the Port Secure area.</li><li>• Investigate any suspicious activity detected and take the appropriate action(s).</li></ul>
<b>Card Access Control</b>	<ul style="list-style-type: none"><li>• Monitor and control access of vehicles and people through gates to the Port Secure area.</li><li>• Carry out data entry of card holder's information.</li></ul>
<b>Authorised Entry</b>	<ul style="list-style-type: none"><li>• Verify visitors, crew, staff or Port Users have a legitimate reason or business to enter the Port Secure area.</li><li>• Perform random photo ID checks of people in the Port Secure area.</li><li>• Refuse entry or remove visitors without a legitimate reason if located within Port Secure area.</li></ul>

<b>Cargo Checks</b>	<ul style="list-style-type: none"> <li>• Check all outwards goods from within the Port Secure area are accompanied by the appropriate documentation.</li> <li>• Re-direct outwards goods without accompanying documentation back to point of collection.</li> </ul>
<b>Cargo Inspections</b>	<ul style="list-style-type: none"> <li>• Inspect contents of vehicles leaving the Port Secure area on an intermittent basis or as required by the security risk level.</li> <li>• Report undeclared goods to the Operations Manager and Customs.</li> <li>• Hold vehicles found to contain undeclared goods until authorised for release.</li> </ul>
<b>Fire Alarm Monitoring</b>	<ul style="list-style-type: none"> <li>• Monitor and investigate incidents and/or faults affecting CentrePort and other Port user facilities detected by the computerised fire alarm system, and take appropriate action with Fire Services and other emergency services.</li> </ul>
<b>Emergency Services</b>	<ul style="list-style-type: none"> <li>• Maintain the Port Security complex as a focal control point in the event of an emergency.</li> </ul>
<b>Weighbridge Operation</b>	<ul style="list-style-type: none"> <li>• Enter information of vehicles utilising the Weighbridge into the computerised Weighbridge system.</li> <li>• Issue Weighbridge keys for Weighbridge operation.</li> <li>• Instruct new users of the Weighbridge facility in the use of the Weighbridge.</li> <li>• Record and receipt cash sale transactions.</li> </ul>
<b>After Hours Telephone</b>	<ul style="list-style-type: none"> <li>• Receive and re-direct inward calls from CentrePort's telephone system in a courteous, friendly and efficient manner.</li> <li>• Record and deliver messages for staff who report in unavailable for work.</li> <li>• Provide correct shipping and general port information to callers as appropriate.</li> </ul>
<b>Other</b>	Undertake other tasks or special projects as assigned by the Security team leader or Security manager, taking into consideration skills and ability, and time management factors.
<b>Direct Reports</b>	Nil
<b>Delegated Authority</b>	Authorisation of expenditure and payments up to the maximum delegated to the position. Refer to the current approved Delegated Approval Limits list.
<b>Performance Criteria</b>	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:

- The ability to work day and night shifts based on a 24/7 roster.

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- A clean and full Class 1 New Zealand Drivers Licence is required.
  - Previous experience in a security, law enforcement or a related emergency management environment is required.
  - It is a requirement of the role to perform duties of a physical nature and in all weather conditions.
  - Ability to communicate clearly and generate accurate written reports of daily activities and irregularities is a key required.
  - Computer literacy is a requirement and familiarity with CCTV system operation, access control software is desirable.
  - Good communication and interpersonal skills.
  - Well-developed organisational skills and punctuality is required.
  - Ability to work with minimum supervision, self-manage day to day duties, and make appropriate decisions as required and carry out decisions based on training, skills, experience
  - Ability to adapt to a changing environment and embrace change in a positive manner.
  - Knowledge of applicable Maritime Security legislation and laws as applied to a security environment is advantageous.
  - Knowledge of the Port operations or the shipping industry is advantageous.
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