

VESSEL TRAFFIC SERVICES OFFICER

Position Level: VTS

Location: Port Hedland

Effective Date: November
2024

Responsibilities

Vessel Traffic Services Officers (VTSO's) are responsible for delivery of Australian Maritime Safety Authority (AMSA) accredited Vessel Traffic Services (VTS) to ensure the safe, efficient and compliant movement of vessels within the Port of Port Hedland and VTS coverage area.

VTSO's are responsible for all scheduling, communication and visual surveillance relating to ship movements and port activities whilst acting as a liaison between the Port Authority, vessels, agents and other port stakeholders during the daily coordination of shipping related activities.

The VTSO is responsible for ensuring the safe and efficient management of shipping related activities as detailed in the relevant manuals and operating procedures.

The VTS Centre operates on a 24/7 basis. VTSO's are employed as residential shift workers and work 12-hour shifts in accordance with roster arrangements.

Reporting

The VTSO reports to the Port Hedland Vessel Traffic Services Superintendent.

Accountabilities

Result Area	Major Activities
1. Safety and People:	<ul style="list-style-type: none"> • Further a safe, inclusive, and collaborative workplace, that supports the mental health and wellbeing of self, and others. • Identify actions and changes leading to continuous improvement of safe work environments; both physically and psychologically.
2. Integrated Management Systems:	<ul style="list-style-type: none"> • Comply with the conditions of authorisation as a VTS Authority in accordance with the provisions of Marine Order 64 (Vessel Traffic Services) 2022. • Assist with the development and review of processes which ensures compliance with all applicable codes as well as legal and statutory requirements. • Comply with and demonstrate a positive commitment to organisational processes and ISO Management Systems including Quality, Environment, Safety and Information Security. • Contribute to a strong safety culture within the VTS, the Pilbara Ports and the wider Port Operation.
3. Shipping Management:	<ul style="list-style-type: none"> • Conduct ship scheduling functions and monitor on water compliance using the Port Hedland Vessel Movement Protocols and Port User Guidelines & Procedures to achieve safe and efficient movement of shipping within the Port and VTS coverage area. • Manage communication requirements with Port Users using VHF radio, telephone and email. • Contribute to development and the review of VTS related process, systems and equipment.

	<ul style="list-style-type: none"> • Maintain accurate records of shipping information within the Vessel Traffic Management Information System (VTMIS). • Perform first response functions as required in accordance with Port Emergency Response Procedures.
4. Operation of Marine Technology & Systems:	<ul style="list-style-type: none"> • Operation of and interface with various marine systems relating to the VTS Centre, such as but not limited to the Dynamic Under Keel Clearance (DUKC) system, Electronic Chart Display and Information System (ECDIS), VTS CCTV camera system and Metocean System. • Monitor performance, and defect reporting of Navigation Aids within the Port.
5. Emergency response:	<ul style="list-style-type: none"> • As the first point of contact in the event of a marine or site emergency, assist with the first response and the co-ordination of emergency response activities in line with prescribed processes as directed by the Harbour Master or delegate. • Support the marine operations team in the staged shut down and re-opening of the port pre and post cyclone events or other emergencies.
6. Other Requirements:	<ul style="list-style-type: none"> • Assist with Emergency Response activities as required in accordance with procedures and Harbour Master directions. • Participation in training courses and meetings as required. • Perform adhoc and additional tasks as required by the VTS Superintendent and Harbour Master.

Selection Criteria

Qualifications:

- Hold a minimum of a Short-Range Operator Certificate of Proficiency (SROCP) (desirable).
- Hold a Vessel Traffic Service Operators training C0103-1 qualification (desirable).
- Nautical/Marine qualification (desirable).

Personal Attributes:

- Exhibit behaviours that align with Pilbara Ports' values of Safety, Excellence, Teamwork, Integrity, and Care.
- Demonstrated commitment to an inclusive work culture that encourages diversity.
- Cooperative team member with the ability to work positively in a shift environment.
- A commitment to personal development and continuous improvement.
- Meticulous and enthusiastic team player who is able to remain calm in a changing environment.

Work Related Requirements:

- Demonstrated experience in vessel traffic services, port operations or the wider marine industry.
- Previous experience working in a process driven and structured environment.
- Excellent interpersonal and communication skills including influencing and negotiating to achieve results.
- The ability to analyse information and resolve issues involving complex competing interests.
- Ability to maintain focus and situational awareness in a dynamic operational environment.
- Ability to work efficiently in a fast paced and high-pressure environment.

Sound computing skills, as well as the ability to gain a Maritime Security Identification Card, and WA Driver's License are prerequisites for this position.