

LANDSIDE OPERATIONS COORDINATOR

Position Level: L5

Location: Pilbara

Effective Date: May 2024

Responsibilities

The Landside Operations Coordinator is responsible for assisting with the coordination of all activities on the public berths and associated landside areas to ensure the compliance, safety and efficiency of 24/7 vessel and cargo operations whilst facilitating all other landside logistical projects and activities.

The Landside Operations Coordinator is required to undertake shift work, including weekends and public holidays and provide shift relief across Pilbara sites as required.

Reporting

The Landside Operations Coordinator reports to the Landside Operations Supervisor at their normal work location.

Accountabilities

Result Area	Major Activities
1. Safety and People:	• Further a safe, inclusive, and collaborative workplace, that supports the mental health and wellbeing of self, and others. • Identify actions and changes that lead to Pilbara Ports continually improving its safe work environment; both physically and psychologically.
2. Integrated Management Systems:	• Develop and oversee the systems that ensure Pilbara Ports complies with all applicable codes, as well as its 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.
3. Wharf and Cargo Operations:	• Coordinate work programs, schedules, and action requirements. • Update and maintain shipping schedules and coordinate berth bookings at common user berths. • 24/7 coordination of common user berth and port cargo laydown areas. • Liaise with shipping companies, importers and other port users, providing advice on matters relating to cargo operations. • Ensure cargo operations comply with Biosecurity and Border Force Depot Licences and Approved Arrangement Facilities. • Undertake "rural tailgate" container inspections. • Ensure compliance with Pilbara Ports' wharf, cargo, and biosecurity procedures; raising and reporting near miss or non-compliant events and taking remedial action as required. • Assist with accident and incident reporting, investigation, and resolution. • Coordinate and monitor landside activities within port areas, with consideration to other competing departmental priorities; this includes

	allocating storage, cargo and equipment laydown areas and biosecurity areas. • Complete reporting associated with cargo and handling. • Calculate tariff assessments for cargo stored in laydown areas. • Assist to maintain the cargo operations database and the Biosecurity register to benchmark cargo operational efficiency, comply with the Biosecurity act and stevedoring performance. • Conduct wharf safety inspections for tankers and other hazardous cargo vessels. Ensure stevedore compliance with licence conditions. • Assist in managing Landside Operations contractors in accordance with the Pilbara Ports Vendor Management Procedure and KPI's. • Coordinate Traffic Management requirements in all security regulated landside operational areas. • Inspect port lease areas and other port operations to ensure compliance with operational conditions of the lease/license, procedures and legislation.
4. General Activities:	• Provide support and training to new Landside Operations employees. • Assist to resolve disputes, difficulties, and issues with and between, port users. • Monitor and report on supply of fresh water to ships at Pilbara Ports public berths. • Undertake regular inspections of Pilbara Ports common user berths and landside areas and report safety, environmental and maintenance issues. • Train, prepare for and participate in oil spill training and exercises and undertake various related tasks and emergency callouts as a member of the 'First Strike' Oil Spill Incident Response Team. • Undertake other tasks as required by the Landside Operations Supervisor or Port Manager.

Selection Criteria

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.
- Enjoys working in a dynamic environment where priorities and deadlines may change.
- Positive team player, who enjoys assisting colleagues and external stakeholders.

Work Related Requirements:

- Demonstrated experience and understanding of port operations, marine operations, mining and/or logistics operations.
- Demonstrated ability to make sound decisions relating to operational matters under time pressure where significant financial and/or reputational impacts may result.
- Excellent interpersonal, verbal, and written communication skills including the ability to achieve positive outcomes through effective liaison and negotiation.
- Ability to develop plans, coordinate logistics, and execute work, whilst managing competing priorities that ensure safe operations.
- Ability to operationalise standards, and procedures.

- Experience coordinating cargo import/export operations including general, project, dry bulk, liquid bulk, container, roll on/off, live export and Dangerous Goods cargoes would be highly beneficial.

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