

MARTIME SECURITY IDENTIFICATION CARD (MSIC) ADMINISTRATION OFFICER

Position Level: L2

Location: Pilbara

Effective Date: August 2024

Responsibilities

The MSIC Administration Officer is responsible for providing administrative support to the Pilbara Ports Security team with a focus on the MSIC, Electronic Access and Induction Processes.

Reporting

The MSIC Administration Officer reports to the MSIC Coordinator.

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:	- Assist with the development and review of 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. Maritime Security Identification Card, Electronic Access Control Systems and Induction Support:	- Liaise with and assist people who have MSIC, Port Access and Induction dealings with Pilbara Ports . - Manage document preparation and general administrative duties associated with the processing of MSICs ensuring compliance with the regulations. - Manage and maintain the Pilbara Ports Induction Database and facilitate Port Inductions as required. - Administrative duties associated with the management and maintenance of the Gallagher Electronic Access Control System (EACS).
4. General Assistance:	- Liaise and assist people who have business dealings with the Pilbara Ports whilst providing a high level of customer service. - Identify and provide recommendations to the MSIC Coordinator for continual improvement of processes and systems.
5. Administrative Assistance:	- Liaise and work with Pilbara Ports teams to complete HR, IT, Records and Finance tasks. - Liaise with stakeholders to ensure security operations are coordinated.

6. Other Duties:	• Other duties as requested by the Security Manager and MSIC Coordinator. • Ability to work outside of normal working hours on occasions.
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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.
- Willingness to learn and develop skills in the maritime security area.
- Team player who is able to work well under pressure.
- Uses initiative but is comfortable asking for direction when appropriate.

Work Related Requirements:

- Attention to detail, accuracy in completing assigned tasks and the ability to clarify requirements.
- Strong customer service skills.
- General understanding of administration and organisational processes.
- Experience maintaining database systems with a high level of accuracy and strong typing skills.
- Strong verbal and written communication skills.
- Ability to work autonomously and prioritise numerous tasks.
- Ability to maintain confidentiality and liaise appropriately with external parties and fellow colleagues.

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.