

WORK IN THE CENTRE OF THE ACTION



POSITION PROFILE

PILOT / MARINE OFFICER

Business Group:	Commercial and Break Bulk	Reporting to:	Marine Operations Manager
Location:	Wellington	Date:	September 2022

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:

The key role of the Commercial and Break Bulk Group is to:

- Develop and execute the Go to Market Participation Strategies for CentrePort's Import/Export sectors. This includes accountability for:
 - Strategic business development/growth, joint ventures and partnerships
 - Customer Acquisition, Account Management, Retention and Profitability
 - Market intelligence gathering
 - Performance management reporting
 - Group Marketing and Public Relations
- Manage the safe, efficient and profitable service delivery of break bulk operations across the Port.
- Contribute to CentrePort through the effective cost management of a variety of means including employee work practices, optimal use of assets, use of technology and leveraging the logistics supply chain.
- Contribute equally with other CentrePort groups to the development and achievement of CentrePort strategies.
- Be accountable for commercial, logs, stock food, scrap, project cargo, Cruise and Marine Services.

Role Purpose and Scope:

The purpose of the Pilot/Marine Officer's role is to:

- Provide safe and professional pilotage to all those ships requiring or requesting pilotage.
- Act as Duty Pilot, plan and allocate berthage, pilots, staff and tugs/launches to planned movements.
- Take charge of any of the port's floating plant.
- Act as a Tug Master (performing the normal functions of Tug Master), or in a temporary position as Launch Master, where suitably trained to do so.

Key Result Area

Accountabilities

Health and Safety

- 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:
 - Participating in the identification of health and safety, environmental and risk control issues.
 - Following correct and safe work practices, and reporting unsafe conditions and practices.
 - Wearing appropriate Personnel Protective Equipment as specified.
 - Reporting accurately accidents/incidents/hazards and participating in subsequent investigations.
- Participate in other Risk Control initiatives as required.

Pilotage

- Ensures that all statutory and regulatory requirements are met.
- Ensures that vessels are piloted and assisted in all weathers to the highest standards of professional excellence.
- Follows SOPs and Operational orders in the execution of pilotage.
- Plans and records pilotage tasks to the highest industry standards.
- Ensures that navigational hazards are immediately reported.
- Ensures that currency, medical standards and CPE requirements are met.
- Mentors and trains junior pilots.

Duty Pilot	<ul style="list-style-type: none"> • Undertakes ship planning and cost-effective allocation of berthage, pilots, staff and tugs/launches. • Ensures changes are promulgated without delay and staff informed accordingly. • Responsibility is taken to ensure 24 hour coverage in the Duty Pilot's role.
Towage & Launch and floating plant	<ul style="list-style-type: none"> • Retains currency on floating plant on which training has been provided. • Manoeuvring of CentrePort's plant is subject to good seamanship and is directed in a safe and controlled manner at all times. • All statutory and regulatory requirements are met. • Assists with docking and surveys when required.
Customer Relations (internal and external)	<ul style="list-style-type: none"> • Provides professional service and ongoing support to customers, acknowledging the high profile and importance of Marine Services. • Asks questions to identify customer needs, explores options, and provides tailored service solutions that are cost effective and appropriate to the client. • Looks for ways to continuously improve results and outcomes to increase customer satisfaction.
Safety Equipment	<ul style="list-style-type: none"> • Ensures that all safety equipment is in position, in working condition and in currency (includes any port LSA). • Promptly reports defective equipment.
Other	<ul style="list-style-type: none"> • Assists with SOP development, SSM Manuals and reviews. • Assists with examination of candidates for PEC examinations. • Carry out other duties within capability as directed.
Direct Reports	Nil
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. 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:

- Master Foreign Going qualification
- Has held a senior role at sea
- Currency in Sea Survival Training
- Currency in First Aid
- Radio Certificate
- Physical fitness to cope with bad weather pilot launch operations and climbing pilot ladders
- Strong communication skills

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- Interest in, and an affinity to ship, tug and/or launch handling is desirable
 - A relevant tertiary qualification in business administration or operations is desirable
 - Team player, whilst also being able to operate independently
 - Being flexible in outlook and willing to undertake duties which enhance outcomes for customers and the operation of the Marine Services Team
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