

WORK IN THE CENTRE OF THE ACTION



PLANNER

POSITION PROFILE

Business Group:	Container Services	Reporting to:	Capacity and Planning Manager
Location:	Wellington	Date:	November 2024

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



- We always take personal responsibility.
- We live safety 24/7 looking after ourselves, our mates, port users, and our whanau and family.



- 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.



- 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.



- We always deliver on our promises.
- We have a 'can do' attitude and always find ways to overcome challenges and get things done.

Business Area 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 Planner role is to:

- Optimise the day-to-day container terminal and conventional cargo operation by planning and coordinating the yard, vessel and receipt and delivery operation in the most cost-effective way to facilitate high productivity.
- Plan, organise and assign the optimal level of resources including personnel, plant and marine support, so that business needs are met while minimising costs and safety risks.
- Support the Capacity and Planning Manager in ensuring the work performed by Cargo Handlers is carried out in a safe, efficient and customer focussed way.
- Engage and communicate with customers, specifically shipping lines, agents and vessels, to ensure CentrePort has up to date information and customer needs are being met on an operational level.

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 Personal Protective Equipment as specified.
 - Reporting accurately accidents/incidents/hazards and participating in subsequent investigations.
- Participate in other Risk Control initiatives as required.

Planning

With the other Planners, provide a seamless service, including:

- Preparing container yard and ship exchange tasks with customers, Cargo Handlers and other internal and external stakeholders.
- Preparing plans to determine the sequence of receipt and delivery operations, taking into consideration available shed and yard storage space and shipping instructions.

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- Using CentrePort ICT systems to ensure that ship exchange and order of work is planned and that the correct sequence list is prepared and distributed to Cargo Handlers.
 - Minimising unpaid plant moves and travelling distances.
 - Ensuring empties are processed according to clients' requirements, and in the most cost-efficient and operationally effective way.
 - Co-ordinating reefer operation inspections and ensuring all safety requirements are met.
 - Plan and organise the correct and optimal level of operational staff to ensure the smooth running of shifts.
 - Communicate with Cargo Handlers so they clearly understand the shifts and tasks that they are scheduled to do.
 - Optimise the use of available staff, taking into consideration fatigue management and ensuring equitable shift and job role allocation.
 - Ensure that an appropriate level of Cargo Handlers are on leave at any stage so that leave balances are not accruing beyond reasonable levels.
 - Manage unplanned leave occasions in a professional manner and ensure that appropriate contingency measures are in place for unplanned leave occurrences.

Employment Agreements

- Support Shift Supervisors in ensuring accurate leave and pay information is recorded to ensure Operational Staff are paid accurately and on time.
- Thoroughly understand all aspects of CentrePort's collective and individual employment agreements and apply these when planning and allocating rosters.

Customer Service

- Maintain regular liaison with customers, to build good customer relationships and to gather information on their business requirements.
- Ensure that customer priorities are promptly actioned.
- Ensure that information via the Electronic Data Interchange is correctly received and transmitted to and from customers.
- Provide customers with terminal loading reports and post-exchange statistics (including arrival/departure sailing advice).

Liaison with Cargo Handlers

- Develop a good understanding of all the operational Staff member's skills and attributes.
 - Maintain regular contact with operational staff to understand their availability.
 - Build good relationships with operational staff to ensure an effective team environment.
 - Provide feedback on the performance of Cargo Handlers to management.
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Liaison with internal and external stakeholders	<ul style="list-style-type: none"> • Liaise with external outsourcing recruitment agencies to ensure that high calibre operational staff members with the right attitude and skills are sourced. • Regularly communicate with other teams within Container Services to ensure full understanding of the required labour and customer requirements. • Be reasonably available to respond to changes in operational requirements outside of set work hours. This includes responding to emails and providing advice to customers and other operational management.
Reporting	<ul style="list-style-type: none"> • Provide Container Services with timely analysis and reports, in relation to areas of responsibility, when required. • Assist the Capacity and Planning Manager in the preparation of annual budgets and capital expenditure forecasts for CentrePort's cargo-related activities.
Other	<ul style="list-style-type: none"> • Carry out other tasks as requested by the Capacity and Planning Manager within the individual's capabilities and qualifications. • Participate and undergo such training as may be required.
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:

- Experience in a planning role, within logistics, warehousing, freight forwarding or port operations.
- Experience interpreting and applying collective and individual employment agreements.
- 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 and experience.
- Good interpersonal and communication skills.
- Good problem solving, negotiation and decision-making skills.
- Resilience and flexibility.
- Significant attention to detail, including data and information analysis
- Excellent computer skills.