

Position Description Port of Portland Operations Manager

September 2024

This document is subject to review from time to time

Section A

Position: Operations Manager

Reports to: Chief Executive Officer

Location: Port of Portland

Section B

Position Objective: The Operations Manager is responsible for overseeing day-to-day operations at Port of Portland, including stevedoring activities, vessel loading and unloading, port maintenance, and shore-based operations. This involves coordinating resources, leading teams, and maintaining compliance with industry regulations.

A key focus of this role is driving a positive safety culture, to deliver operational excellence and continuous improvement.

The Operations Manager role is an important leadership position within our management team.

Nature and Scope: Port of Portland is a strategic deepwater Port operating in south-west Victoria.

The Port is owned by Palisade Ports Pty Ltd, an investment managed by Palisade Investment Partners.

Functional Relationships:

Internally

- CEO
- Board of Directors
- Management Team
- Operations Planner/Scheduler
- Maintenance/Project Superintendent
- Operations Supervisors
- Administration and Finance

Externally

- Tenants
- Port Users
- Regulators and Government Agencies
- Contractors
- Suppliers
- Community

Review Date	Signed: Employee	Signed: Manager

Section C – Key Tasks and Specific Accountabilities

The Operations Manager is responsible for the following:

1.	Operational Management	
	(a)	Oversee the day-to-day operations, ensuring tasks are executed efficiently and on schedule, leading the Operations Supervisor to provide direction and coordination of Operations employees in adherence with organisational policies, procedures and plans.
	(b)	Collaborate with the leadership team to develop and implement strategic operational plans that align with the organisation long-term goals.
	(c)	Monitor and manage operational budgets, ensuring cost-effective use of resources.
	(d)	Manage the allocation of resources, including labour, equipment, and materials, to improve efficiency and effectiveness.
	(e)	Develop and maintain strong relationships with the Port's tenants, users and stakeholders to address concerns, improve operational efficiency and ensure compliance with regulatory requirements.

2.	Performance Management	
	(a)	Prepare and agree operational key performance indicators (KPI's) with the team to provide direction and clarity of purpose.
	(b)	Ensure that the training needs of Operations employees are met, and that procedures and systems are adhered to. Provide recommendations for new training, competency and familiarisation programs and oversee their implementation.
	(c)	Conduct annual performance evaluations, provide feedback, and implement performance improvement plans when necessary, assisting Operations Supervisors conduct appraisals for all employees.

3.	Safety, Health and Environment Management	
	(a)	Ensure compliance with all health, safety, and environmental regulations, and promote a safe working environment.
	(b)	Oversee the implementation of safety programs, conduct investigations and oversee improvements following incidents and proactive safety observations and complete regular safety audits and risk assessments.
	(c)	Develop, implement, and monitor all relevant safe work procedures, identifying opportunities for continuous improvement.

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Section D – Person Specification

Qualifications

- Previous experience in an Operations Management or similar role is advantageous but not mandatory.

Skills and Knowledge

- Proven ability to lead and develop teams, with a focus on motivation and performance management.
- Experience in budgeting, forecasting, safety management, and maintenance / planning systems.
- Comprehensive knowledge of health, safety, and environmental regulations, with experience in implementing safety processes and management plans.
- Strong interpersonal skills, with the ability to communicate effectively with both internal and external stakeholders.
- Ability to think critically, align operational goals with the broader organisational strategies and drive long-term success.

Personal Attributes

- Strong leadership abilities to guide teams, openness to new ideas and commitment to driving continuous improvements.
- Ability to thrive in a fast-paced, high-pressure environment, with the capacity to manage multiple priorities.

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