

## Position Description Port of Portland Operations Supervisor

January 2025

*This document is subject to review from time to time*

### Section A

**Position:** Operations Supervisor

**Reports to:** Operations Manager

**Location:** Port of Portland

### Section B

**Position Objective:** The Operations Supervisor is responsible for directing 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 supporting the Operations Manager in driving a safety-first culture, to deliver operational excellence and continuous improvement.

The Operations Supervisor role is a critical leadership position within our organisation.

**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
- Management Team
- Operations Planner/Scheduler
- Maintenance/Project Superintendent
- Administration and Finance

***Externally***

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

## Section C – Key Tasks and Specific Accountabilities

The Operations Supervisor is responsible for the following:

<b>1.</b>	<b>Operational Management</b>	
	(a)	Assist the Operations Manager in coordinating day-to-day operations, ensuring tasks are executed efficiently, on schedule, and 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 organisations long-term goals.
	(c)	Manage the allocation of resources, including labour, equipment, and materials, to ensure operational efficiency, and effectiveness.
	(d)	Development and ongoing management of 24/7 rostering ensuring adequate coverage, alignment with the Enterprise Agreements requirements and fatigue management processes.
	(e)	Ensure all port plant, equipment and tools are regularly serviced, maintained in a fit-for-purpose state, and subjected to regular safety checks.
	(f)	Manage operational and maintenance systems and data, including service and maintenance records, compliance registers, ensuring data is complete and accurate.
	(g)	Develop and monitor annual budgets, maintain cost control, report against budget projections, and support payroll functions.
	(h)	Provide after-hours availability and on-call support to ensure operational continuity and where required perform alternate or additional tasks, as required, within the scope of skills and capabilities.
	(i)	Develop and maintain strong relationships with tenants, port users and contractors to address concerns, improve operational efficiency and ensure compliance with regulatory requirements.
<b>2.</b>	<b>Team Supervision</b>	
	(a)	Lead, motivate, and develop operational teams to support a high-performance culture, providing coaching, mentorship, and regular feedback to ensure performance expectations are met.
	(b)	Promote a diverse, inclusive, and psychologically safe work environment built on respect and understanding, while proactively addressing psychosocial hazards.
	(c)	Conduct team meetings to discuss outstanding issues related to business changes, staffing issues, performance and client management issues, proactively sharing relevant safety messages and information.
	(d)	Assess training, competency, and familiarisation needs of team members, ensuring staff have the required training to perform roles safely and effectively.
	(e)	Manage performance processes, including annual performance reviews, disciplinary actions, and performance improvement plans when necessary.

<b>3.</b>	<b>Safety, Health and Environment Management</b>	
	(a)	Promote a safety-first culture by holding teams accountable, engaging stakeholders, and driving continuous health, safety, and environmental performance improvement.
	(b)	Develop, implement, and maintain Standard Operating Procedures (SOPs), Job Safety and Environmental Analysis (JSEAs), Risk Assessments, and the Permit to Work system.
	(c)	Monitor and enforce adherence to safe work procedures, identifying opportunities for improvement and implementing corrective actions.
	(d)	Report hazards, near misses, incidents, and faults promptly and complete regular safety audits and risk assessments.
	(e)	Lead investigations following incidents, oversee implementation of corrective actions, and ensure timely closure of actions in line with due dates.

## Section D – Person Specification

### Qualifications

- Previous experience in a supervisor, project management or similar role.

### Skills and Knowledge

- Demonstrated ability to lead and develop teams by effectively communicating, delegating, negotiating, coordinating activities, and achieving desired outcomes.
- Proven ability to plan, prioritise and manage operations to meet industry and customer requirements within established deadlines and budgets.
- Strong knowledge of health, safety, and environmental regulations and industry standards.
- Excellent written and verbal communication skills with the ability to adapt style and approach based on team needs and dynamics.
- Strong problem-solving skills, with a proven ability to make sound, timely decisions to address and overcome operational challenges.
- Experience in mediating and resolving conflicts supporting collaboration and maintaining team cohesion.
- Proficiency in Microsoft Office applications (Excel, Word, Outlook, Teams) and operational systems, including safety, maintenance, and finance.
- Proven ability to build and maintain constructive relationships with key stakeholders, including regulatory bodies and industry groups.

### Personal Attributes

- Ability to thrive in a fast-paced, high-pressure environment, with the capacity to manage multiple priorities.
- Collaborative team player, with a strong ability to work across teams and departments to achieve shared goals.
- Excellent safety leadership, with a commitment to maintaining a safety-first culture.
- Commitment to lead, motivate and develop employees and promote an inclusive, respectful and collaborative team environment.

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Review Date

Signed: Employee

Signed: Manager