



South Port NZ

**POSITION DESCRIPTION
BULK CARGO CO-ORDINATOR**

[DECEMBER 2019]



PURPOSE AND OUR VALUES





BULK CARGO COORDINATOR

POSITION

Bulk Cargo Coordinator *[New position created December 2019]*

RESPONSIBLE TO

Port General Manager

DIRECT REPORTS

Nil

GENERAL PURPOSE

The Bulk Cargo Co-ordinator is a key support to the Port General Manager, who is responsible for the efficient use of port facilities and resources including specific responsibilities for health and safety and security. The Bulk Cargo Co-ordinator will be responsible for all day to day operating and co-ordination aspects of bulk cargo and common user area activities associated with cargo movement. This includes leaseholder activities associate with bulk cargo storage and handling.

KNOWLEDGE/SKILLS REQUIRED

- Strong commitment to a positive Health & Safety culture
- Proven leadership experience
- Exceptional communication skills
- Operations experience in a dynamic and fast moving environment
- Comfortable with information technology requirements of a modern workplace.

LOCATION

Island Harbour, Bluff



KEY INTERNAL RELATIONSHIPS

- Container Manager & Warehousing Manager
- Port Facility Security Advisor
- Health & Safety Team
- Marine Supervisor
- General Cargo Supervisor
- Depot Supervisor
- Cold Stores Supervisor
- Dairy Warehousing Supervisor
- Terminal Supervisor

KEY EXTERNAL RELATIONSHIPS

- Bulk Cargo Importers
- Bulk Cargo Exporters
- Bulk Cargo Leaseholders
- Log marshalling contractors (NFA)
- External contractors/service providers
- New Zealand Customs and Bio-Security agencies
- Port User Companies

KEY RESPONSIBILITIES

Bulk Cargo Stakeholder Relationship Management [Importers, Exporters and Leaseholders]

- Maintain and develop bulk cargo relationships including attending stakeholder meetings as required.
- Provide frontline customer service to bulk cargo stakeholders.
- Establish relationships and liaising with Port staff, bulk cargo stakeholders and their on-site personnel ie , stevedores, transport operators and other contractors.
- Liaise closely with stevedoring operators to ensure a good understanding of stevedoring performance.
- Communicate relevant and timely operational information to bulk cargo stakeholders.
- Develop and maintain effective communication channels with Port staff regarding berth space and storage space used by bulk cargo operators. In conjunction with Health and Safety Team and Port Facility Security Advisor, facilitate training for bulk cargo customers, contractors and subcontractors at Port User Forums and other information sessions.
- Undertake any health, safety or environmental investigations associated with bulk cargo activities including any incidents that occur on shared roadways or berth areas.
- Ensure port users (Importers, Exporters, Tenants) comply with the terms of any agreements entered into with the Port.
- Manage log storage allocation requirements.
- Assist with budgeting process for bulk cargo related activities.

Co-ordinate and Monitor Bulk Loading and Discharge Operations

- Generally oversee health, safety and environmental requirements across multiple worksites.
- Manage critical risks associated with bulk cargo activities, including participating in Bowtie critical risk management processes.
- Liaise closely with stevedores and bulk cargo operations staff to ensure safe and efficient use of resources.
- Manage compliance with the Ports Common User Safety Protocol (CUSP).
- Communicate Port cargo handling procedures to bulk cargo stakeholders.
- Attend pre-ship toolbox meetings.
- Collect records such as pre-ship information, Traffic Management Plans (TMP's), Environmental Management Plans (EMP's).
- Monitor bulk loading and discharge operations to ensure compliance with the Port cargo handling procedures.
- Attend regular meetings with bulk cargo stakeholders to discuss, and debrief, operational issues.
- Actively lead or participate in discussions to review and change standard operating procedures as operating circumstances dictate.
- Pro-actively communicate any health and safety issues, specifically monitoring log / bulk operator behaviour.
- Proactively communicate with other port users that may be impacted by bulk cargo operations in common user areas.
- In consultation with Port Users, Port Security and Health and Safety, develop and implement traffic management plans.
- Implement and document standard operating procedures (SOP's) and process mapping requirements.

Berths (in consultation with Marine Department)

- Proactively plan and manage diverse and limited resources such as berth operating areas length, time, availability of equipment and staff, vessel sizes, t, weather conditions, service schedules etc.
- Develop and implement berth planning/pre-planning controls to alleviate potential berth allocation problems.
- Identify available berths for upcoming vessel calls and vessel port calls.
- Complete regular berth and work area inspections to ensure work areas are not congested (this includes berth 11 fuel berth) and fit for purpose.
- Effective planning of:
 - vessel calls
 - vessel port calls in time and space
 - berths
 - berth configuration.
- Highlight planning conflicts.
- Monitor the movement and placement of equipment to facilitate the safe mooring of vessels.

- In consultation with Marine Department and bulk cargo lead contractor, ensure that bulk cargo vessels are positioned at correct berth and in correct position for marshalling cargo.
- Manage berth cleaning processes including cordoning off, reopening inspections and certification.
- Manage roadway cleaning/sweeping processes.

Bulk Cargo Machinery and Equipment

- In association with the Infrastructure team oversee maintenance, repair and certification of Company-owned equipment such as to comply with Company, regulatory and customer requirements:
 - Weighbridge
 - Hoppers
 - Trailer hoist
 - Other plant and equipment exclusively or primarily utilised for bulk cargo operations.
- Ensure equipment associated with bulk cargo activities have the correct consumables available and are set up to track bulk cargo accurately i.e weighbridge consumables, weighbridge vessel activity setup and cargo tracking.

Manage and Monitor Storage Areas

- Cordon off storage areas that have been cleared of product but not cleaned (cone or use other means to denote “no go” areas until cleaned).
- Stop operations that are non-compliant with protocols.
- Assist with 5S processes related to bulk cargo activities.

Leasehold Property

- Ensures the maintenance of Company owned property leased to bulk cargo importers, such as to comply with Company and customer standards.
- Monitor the operations of leasehold property plus outside cargo storage areas to ensure the expeditious and safe storage and movement of cargoes.
- Undertake internal audits of leaseholder activities in accordance with commercial agreements in place.

Area cleanliness and maintenance

- Co-ordinate the cleaning and maintenance of bulk cargo worksites and common areas as appropriate.
- Facilitate removal of gross litter / bark from difficult areas such as carparks, fence lines, log trailer gantry etc.
- Co-ordinate port cleaning operations of bark traps, slot drains, and separators.
- Maintain records of cleaning of stormwater control structures.
- In conjunction with Infrastructure Department, monitor condition of infrastructure and report/coordinate maintenance.

Environmental

- Monitor activities for compliance with discharge agreements.
- Respond to and report spills. Coordinate environmental response.
- Formulate recommendations for improved environmental performance.

Customs/Ministry for Primary Industries (MPI)

- Maintain strong relationships with NZ Customs and MPI representatives.

Wind and Weather Conditions

- In consultation with Depot Supervisor, monitor wind conditions.
- Liaise with bulk cargo stakeholders and port personnel on forecast adverse weather conditions and advise on potential impact on supply chain.

GENERAL

Information

- Interact with planning and administration staff to ensure appropriate information is communicated effectively to maintain accuracy of information systems.
- Complete and maintain logbooks and other written and electronic records.
- Management and staff informed on time and aware of relevant issues.
- Report all irregularities immediately to Manager.
- Ensure controlled documentation is handled according to procedures.

Process Improvement

- Actively participate in, and help drive, South Port's continuous improvement programme 'PACE' (Port Achieving Combined Excellence).
- Assist with process mapping and development and regular review of standard operating procedures.
- Provide accurate and timely communication and reporting on processes to ensure efficient use of own time and other resources.