



JOB DESCRIPTION – Cargo Operations Supervisor

Position:	Cargo Operations Supervisor
Responsible to:	Operations and Marine Manager
Relationships with:	Chief Executive Management Team Maintenance Department Forestry Manager Health and Safety Officer Business Sustainability Officer Customers and Port Service Providers

Purpose of the position:

To lead Northport Group Ltd's cargo/operations team and generally contribute to the safe, efficient and compliant operation of the Marsden Point port facility.

Functions of the role:

- The Operations Supervisor will provide day-to-day direction and supervision of Northport's cargo operational employees ensuring that all work is performed in the most effective and efficient manner,
- Ensure employees are appropriately trained for duties that they are assigned,
- Ensure Health, Safety, Quality and Environmental programs and requirements are fully understood and complied with by all team members,
- Manage Cargo, Customs and Bio-Security documentation
- Supervise container control, packing and devanning of containers,
- Supervise cargo receiving, storage, delivery and marshalling services, ensuring efficient use of available space,
- Support and facilitate Port User operations across the Port Facility,
- Assist with ship scheduling & berth planning,
- Assist with delivery of new cargo services,
- Manage day-to-day Customs and Bio-Security requirements, support day to day Port Security requirements

- Allocate plant and equipment according to the most suitable work applications,
- Actively involved in all cargo operations, including woodchip operations,
- Assist with plant maintenance and safety planning with the Terminal Facilities Team,
- Ability to support Oil Spill Response,
- Other port related functions as may be required by the exigencies of the operation.

Functional Relationships with:

- Northland Regional Council;
- Whangarei District Council;
- Maritime New Zealand;
- New Zealand Customs;
- MPI Biosecurity;
- Customers;
- Community Liaison Groups;
- Port Users, including North Tugz

Essential Skills:

- Full Drivers Licence with Forklift endorsement;
- Knowledge and experience of marshalling and stevedoring operations within a port environment;
- Plant operating experience;
- Excellent computer skills : Outlook, Word and Excel, Corporate Data-Bases;
- The ability to manage a diverse operational team, tact and good interpersonal skills;
- Problem-solving ability, particularly when working under pressure;
- Excellent communicator;
- Working knowledge of the Health and Safety at Work Act.

Desirable:

- Knowledge of Marine Operations within a Port Environment;
- Knowledge and experience of plant maintenance;
- Knowledge of Oil Spill Response;
- Knowledge of industry related legislation:
Resource Management Act / Maritime Transport Act / Maritime Security Act / ISPS Code