



GIPPSLAND PORTS POSITION DESCRIPTION

1. POSITION DETAILS

Position:	Master – TSHD <i>Tommy Norton</i>
Reports To:	Executive Manager Maritime Services Chief Executive Officer
Direct reports:	<i>Tommy Norton</i> crew (Engineer, Mate, General Purpose Hand)
Location:	The operating base for this position is Lakes Entrance with a periodic requirement for attendance at other GP sites
Classification:	Administrative Level 5.4 - Gippsland Ports Enterprise Agreement 2014
Salary Range:	Administrative Level 5.4 of GP Enterprise Agreement 2014 plus Employer Superannuation Guarantee Note: In the event the Master holds dual certification that would qualify the Master to serve alternately as Engineer, then an additional allowance shall be paid.
Time Fraction:	Full-time ongoing
Preparation date:	May 2017
Review date:	NA
Approved by:	Executive Manager Maritime Services Chief Executive Officer

2. GIPPSLAND PORTS

Gippsland Ports is a Committee of Management with responsibilities delegated from the Victorian Government's Department of Economic Development, Jobs, Transport and Resources to deliver services and manage assets and infrastructure.

Services include:

- management of port and waterway safety and environmental values,
- provision and management of berths and moorings,
- installation and maintenance of Aids to Navigation,
- hydrographic survey and provision of information to mariners
- maritime security management,
- dredging and channel management
- property management
- on-water fuel retailing,
- vessel repair and maintenance services through two boatyards
- marine pollution response
- marine events oversight
- a range of unspecified community service obligations,



- governance and administrative functions associated with a regional business with 55+ employees and annual turnover in excess of \$10m.

Major assets under GP management include:

- 800+ Aids to Navigation,
- 100+ wharves and jetties,
- 900+ berths and moorings, marine plant and equipment, property, seawalls and boardwalks.
- A Cutter Suction Dredge, “Kalimna” combined with a floating booster pump, comprehensive delivery pipe network, sand transfer station and two ocean outfalls
- A new build 650 m³ Trailing Suction Hopper Dredge, “Tommy Norton”

Gippsland Ports currently operates from 4 sites, Bairnsdale, Lakes Entrance, Paynesville and Port Welshpool and has responsibility for 5 of Victoria’s 14 Local Ports and 2 Declared Waterways that comprise 1400m² of waterways located along the Victorian coast from Inverloch to Mallacoota.

Principal activities within and from the Ports and Waterways under Gippsland Ports’ management include recreational boating, commercial charter vessel operations, Victoria’s largest commercial fishing fleet, oil and gas industry services and coastal commercial shipping.

3. POSITION IN CONTEXT

The Master – TSHD “Tommy Norton” position requires a suitably qualified and experienced person to operate Gippsland Ports’ principal dredging asset, “Tommy Norton” which will be based at Lakes Entrance, Port of Gippsland Lakes.

“Tommy Norton” will be delivered to Gippsland Ports by the builder, Damen Shipyards Group not later than October 2017.

The vessel is a Damen 650 Trailing Suction Hopper Dredge, customised specifically for the operational requirements for maintenance of ocean access to the Port of Gippsland Lakes.

“Tommy Norton is 60.04m LOA, powered by twin Caterpillar C18 447kw propulsion engines driving through two fixed pitch azimuth thrusters with nozzle, complemented by a Caterpillar C12 powered, 245kw three channel bow thruster.

“Tommy Norton” is equipped with contemporary operating and navigation systems and is designed to be highly manoeuvrable and versatile, including “rainbowing” and pump ashore capability.

The operating focus and arrangements will primarily be at Lakes Entrance, and generally operating daylight hours, Monday to Friday in accordance with the terms and conditions of Gippsland Ports Enterprise Agreement.

The Master will:

- Lead and manage the safe, efficient and effective operation and maintenance of “Tommy Norton” and associated vessels, plant and equipment, as a member of the Maritime Services team and in support of Gippsland Ports dredging program.
- Provide leadership and direction to “Tommy Norton” crew.
- Be accountable under all applicable regulatory and statutory regimes for the safe operation of “Tommy Norton” and ancillary equipment whilst in command of the vessel.
- Be accountable for work performance of “Tommy Norton” crew whilst in command of the vessel.



- Be accountable for compliance with all environmental statutes and regulatory regimes and permit conditions associated with the operation of “Tommy Norton” and ancillary equipment.
- Ensure and be accountable for planned maintenance, periodic maintenance and routine maintenance of “Tommy Norton” and ancillary equipment.
- Ensure and be accountable for maintenance of detailed records of operations, maintenance, spares and stores, fuels and lubricants, productivity and performance of the “Tommy Norton”
- Subject to being suitably qualified, alternately serve as Engineer of “Tommy Norton”
- Prepare and provide regular and periodic reports to Gippsland Ports Management and other agencies as and when required.

4. SIGNIFICANT WORKING RELATIONSHIPS

Internal

- Executive Manager Maritime Services
- “Tommy Norton” crew
- Dredging Team Leader
- Hydrographic Survey Manager
- Harbour Master
- Risk and Compliance Manager
- CEO and Executive Management Team

External

- AMSA
- Maritime Safety Victoria
- Bureau Veritas
- Damen Service Brisbane
- Various contractors, goods and services suppliers
- Other vessels operating within the vicinity of “Tommy Norton”

5. KEY ROLES AND RESPONSIBILITIES

Key Roles	Responsibilities
<ul style="list-style-type: none"> • Management of the <i>Tommy Norton</i> TSHD 	<ul style="list-style-type: none"> • Lead dredging operations on Tommy Norton using contemporary equipment and practices • Implement the vessel Safety Management System and ensure vessel and crew compliance with Gippsland Ports policies and procedures • Monitor the currency of the vessel Safety Management System and amend the SMS as required in consultation with Tommy Norton Crew and other relevant GP personnel • Ensure all statutory and ship certificates are current • Provide dredging advice and related reports to Gippsland Ports management as required • Develop, review and maintain Tommy Norton operating procedures • Lead and ensure the conduct of vessel drills and exercises as required • Induction and training of crew to the vessel



	<ul style="list-style-type: none"> • Induction and supervision of visitors to the vessel • Ensure all crew members qualifications and medical certificates meet statutory requirements and are current • Ensure arrangements in place with relevant agencies and organisations to ensure regulatory compliance and effective vessel management, operation and maintenance • With EMMS develop and implement the dredging plans, dredging work schedule and dredging and disposal priorities for the Tommy Norton
<ul style="list-style-type: none"> • Provide leadership and direction to Tommy Norton crew 	<ul style="list-style-type: none"> • Co-ordinate attendance of crew for operations, the provision of stores and ensuring readiness of the vessel for operations • Management of Tommy Norton crew administration (rostering, time sheets, leave arrangements, etc) • Manage and supervise crew, contractors and visitors on board Tommy Norton. • Ensure Tommy Norton crew are fit for work and accountable for work safety, efficiency, productivity and quality. • Establish and monitor work plans and Tommy Norton crew performance including the conduct of reviews – annual and informal. • Promote EHS awareness with Tommy Norton crew and ensure that safety and environmental performance are included in performance reviews. • Work collaboratively with other maritime Services employees and liaise with all other managers and employees to ensure timely and effective communication, utilisation of resources and organisational efficiency. • Promote a positive image of Gippsland Ports to the public through professional standards and courteous and efficient work practices
<ul style="list-style-type: none"> • Lead the operations and maintenance of Tommy Norton TSHD including related vessels and on board plant and equipment. 	<ul style="list-style-type: none"> • Support Gippsland Ports dredging program to ensure that available resources are used effectively and efficiently. • Operate the dredge and dredging related vessels, vehicles, plant and equipment and ensure routine maintenance is performed in support of Gippsland Ports dredging program. • Ensure routine inspections are carried out and arrange maintenance to the machinery and engines and hydraulic systems on board. • Arrange and oversee bunkering, sewage pump out and waste transfer operations. • Lead any on board emergency, incident and oil spill response. • Actively monitor industry developments and trends to ensure currency of GP dredging knowledge.
<ul style="list-style-type: none"> • Ensure all applicable operational, safety, environmental and risk management requirements are complied with. 	<ul style="list-style-type: none"> • Proactively identify risks and continuously improve on board operational safety and environmental performance • Ensure risk assessments of all hazardous substances, plant, equipment and processes are completed, documented and readily available in the work area. • Provide, so far as is reasonably practicable, a healthy and safe workplace on board the Tommy Norton for employees, public,



	<p>contractors and visitors.</p> <ul style="list-style-type: none"> • Ensure compliance of the vessel and crew with the Marine Safety and OHS legislation and related vessel SMS and OHS policies and procedures developed by Gippsland Ports. • Ensure Gippsland Ports' procedures and applicable environmental and safety standards and monitoring regimes are adhered to for all Tommy Norton crew, contractors and visitors. • Provide detailed dredging reports as required to meet environmental permits and consent conditions.
<ul style="list-style-type: none"> • Marine emergency and pollution response. 	<ul style="list-style-type: none"> • Lead the response to emergency incident on board Tommy Norton as they arise. • Assist the Marine Operations group in marine emergency and pollution response. • Participate in emergency response training and emergency response operations as required
<ul style="list-style-type: none"> • Budget management and reporting 	<ul style="list-style-type: none"> • Assist with Tommy Norton and dredging operations reviews in context of GP budget position. • Ensure accurate, timely advice and reports are provided to ensure efficiency and accuracy of Tommy Norton cost recording. • Effectively manage Tommy Norton materials and consumables inventory to maximise usage and minimise loss. • Contribute to developing strategies and pursue opportunities for cost savings where identified. • Prepare Dredging reports as required and agreed to Gippsland Ports' Executive Management team and the Board.

The incumbent can be expected to be allocated duties not specifically mentioned in this document but within the capacity, qualifications and experience normally expected from a person at this level within Gippsland Ports.

6. Competencies relevant to the position:

<p>Qualification/s</p>	<ul style="list-style-type: none"> • Certificate of Competency Master <35m NC (unrestricted) or higher • Marine Engine Driver grade 3 NC (MED3) or higher • Local Knowledge Certificate for Lakes Entrance including Lakes Entrance Bar • International Convention of Training Certification and Watchkeeping for Seafarers (STCW) – including advanced firefighting and BA training • Global Maritime Distress & Safety System (GMDSS) General Radio Operators Certificate • Electronic Chart Display Information System (ECDIS) Certificate • Certificate of Medical Fitness (AMSA559) (mandatory) • Industry related relevant work experience. • Current Victorian drivers licence (mandatory). • Recognised swimming/sea survival competency (mandatory). • Workplace First Aid Certificate.
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	<ul style="list-style-type: none"> • Construction Industry Induction Card (mandatory). • Note: Cancellation, revocation or suspension of any Licenses, qualifications or certificates resulting in impediment to the effective performance of required responsibilities shall provide grounds for and may result in termination of employment.
Capabilities & Behaviours	<ul style="list-style-type: none"> • Proven high level interpersonal skills with the demonstrated ability to effectively lead the Tommy Norton crew and relate constructively with GP management, port users and the local community. • Proven ability to develop and lead a culture of compliance with all vessel and dredging related conditions and requirements • Proven high degree of resourcefulness and creativity using proven problem solving and analytical skills. • Excellent written and oral communication skills and proven proficiency in development and review of vessel related policies and procedures, and preparing accurate and timely dredging records and reports as required. • Physically fit to suit the activities of the position. • Ability to swim to the capability required to satisfy Gippsland Ports’ “Work over Water” protocol.
Knowledge & Experience	<ul style="list-style-type: none"> • Proven knowledge and understanding of, and experience in, operation, and maintenance of dredgers and related support vessels, dredging plant and equipment. • Proven ability to efficiently and effectively lead and organise crewing and resourcing and routine and unplanned maintenance of vessel of or similar to Tommy Norton size, power and operation. • Proven knowledge of and experience with contemporary management, operation and maintenance systems applied to the operation and maintenance of dredgers and support vessels, and their plant and equipment. • Proven knowledge of applicable vessel safety, environmental and risk management legislation and practices and application of this knowledge in a workplace context, and commitment to workplace safety.

• **SPECIAL CONDITIONS**

The position may require travel between Gippsland Ports’ facilities throughout its region and to other locations, including Melbourne.

The incumbent will be required to work at heights and within confined spaces and may require exposure to hazardous conditions, material or equipment.

7. KEY SELECTION CRITERIA:

- Specific qualifications with relevant work experience
- Dredging related experience
- Leadership of dredging related vessel operation and maintenance practices
- Ability to work effectively and collaboratively within a team environment.
- Vessel specific operational training and knowledge.
- Ability to lead and work effectively within a team environment.
- Physical ability to carry out tasks of the position, including ability to swim (a pre-employment medical will be required).



8. ENVIRONMENT HEALTH & SAFETY REQUIREMENTS

All employees will assist the Manager of their work unit to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures.

Employees will participate in and contribute to Environmental Health and Safety, Designated Work Group and "Toolbox" meetings; and assist with developing and implementing safe work/operating procedures. Employees will also inform the Manager or the OHS Representative of their work unit of any unsafe working practices, near misses or hazardous working conditions.

9. GIPPSLAND PORTS' EXPECTATIONS

All employees are expected to:

- Contribute to the efficient and effective functioning of their team or work unit in order to meet Gippsland Ports' objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by their manager/supervisor;
- Participate in the Annual Performance Review which includes a regular review of their performance against the responsibilities and performance objectives associated with the role and demonstration of appropriate behaviours which reflect a commitment to Gippsland Ports' values and strategic plans;
- Perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- Read, understand and comply with all Gippsland Ports' policies and procedures.