



## GIPPSLAND PORTS POSITION DESCRIPTION

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### 1. POSITION DETAILS

<b>Position:</b>	Hydrographic Surveyor
<b>Reports To:</b>	Hydrographic Services Manager
<b>Direct reports:</b>	Nil
<b>Starting location:</b>	The operating base for this position is the Lakes Entrance Office. The position will require travel between Gippsland Ports' facilities throughout its region and to other locations in Victoria.
<b>Classification:</b>	ACPTS Level 4 Gippsland Ports Enterprise Agreement 2020 (or as amended)
<b>Salary Range:</b>	\$105,227 – \$120,603 plus Employer Superannuation Guarantee
<b>Time Fraction:</b>	Full-time, ongoing
<b>Preparation date:</b>	January 2023
<b>Approved by:</b>	Executive Manager Maritime Services Chief Executive Officer

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### 2. POSITION IN CONTEXT

Gippsland Ports is a Committee of Management with responsibilities delegated from the Victorian Government's Department of Transport 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, Aids to Navigation, hydrographic survey and information, publication of information to mariners, maritime security management, dredging and channel management, property management and on-water fuel retailing, vessel repair and maintenance services through two boatyards, marine pollution response, a range of unspecified community service obligations, marine events oversight, together with the governance and administrative functions associated with a regional business with 60+ employees and annual turnover in excess of \$14m.

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.

Gippsland Ports operates from 4 sites, Bairnsdale, Lakes Entrance, Paynesville and Port Welshpool and has responsibility for 5 of Victoria's 14 Local Ports and 4 Declared Waterways that comprise 1400km<sup>2</sup> 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.

The Hydrographic Surveyor will be responsible for planning and completing hydrographic and associated surveys of Gippsland Ports' waterways, and other water bodies as required. The incumbent will conduct all aspects of the collection of data including mobilisation and calibration of equipment to capture, process and publish data. This position is suited to a degree qualified Surveyor who has graduated within the past 5 years and has an ambition for developing a career in Hydrographic surveying.



### 3. SIGNIFICANT WORKING RELATIONSHIPS

#### Internal

- Dredging and Hydrographic Services staff
- Marine Operations staff
- Site Manager/s
- Operations staff
- Corporate Services staff

#### External

- State Government Agencies
- Various consultants and contractors

### 4. SPECIAL CONDITIONS

The position will be required to travel between Gippsland Ports’ facilities throughout its region and to other locations in Victoria.

### 5. KEY ROLES AND RESPONSIBILITIES

Key Roles	Responsibilities
<ul style="list-style-type: none"> <li>• Plan and conduct hydrographic and associated surveys of GP waterways and for external clients.</li> </ul>	<ul style="list-style-type: none"> <li>• Install, calibrate and maintain hydrographic survey equipment.</li> <li>• Conduct bathymetric surveys utilising multibeam and single beam survey systems.</li> <li>• Process, manage and present high-quality bathymetric data and provide professional analysis and advice and produce reports for GP and external clients.</li> <li>• Conduct topographic surveys of various marine related infrastructure.</li> <li>• Conduct marine infrastructure set out surveys.</li> <li>• Operate and maintain GP’s survey vessels (10m monohull and 2 personal watercraft).</li> <li>• Contribute to planning GPs’ annual hydrographic survey program.</li> </ul>
<ul style="list-style-type: none"> <li>• Maintain GP’s mapping and charting requirements, both internally and online.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain GP’s Geographic Information System (GIS) and related datasets including bathymetry, aids to navigation, aerial photography and infrastructure.</li> <li>• Maintain GP’s online web map “Waterways Online”</li> <li>• Conduct volumetric analysis and general plan preparation as required.</li> </ul>
<ul style="list-style-type: none"> <li>• Maintain GP’s Metocean monitoring equipment and systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain various Metocean equipment including Wave Rider buoys, tide gauges, current meters, and weather station.</li> <li>• Monitor, present and distribute oceanographic data as required.</li> </ul>
<ul style="list-style-type: none"> <li>• Provision of specialist survey and technical expertise</li> </ul>	<ul style="list-style-type: none"> <li>• Provide technical support to GP’s dredging fleet as required.</li> </ul>
<ul style="list-style-type: none"> <li>• Develop and maintain sound relationships with internal and external stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain a strong, mutually cooperative relationships to liaise with counterparts in other external agencies and organisations to discuss specialist matters and with other</li> </ul>



	employees in other functions in GP in order to resolve intraorganizational problems.
<ul style="list-style-type: none"> <li>Implement safe work procedures and attend to OH&amp;S and risk management issues.</li> </ul>	<ul style="list-style-type: none"> <li>Participate in the development and implementation of specific EH&amp;S risk management strategies as appropriate.</li> <li>Understand and comply with all OHS legislation and regulations relevant to their activities and with GP EH&amp;S instructions, policies and procedures.</li> </ul>
<ul style="list-style-type: none"> <li>Other duties as directed by the Hydrographic Services Manager</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>

**6. Competencies relevant to the position:**

<b>Qualification/s</b>	<ul style="list-style-type: none"> <li>A Bachelor’s Degree in Surveying (or similar discipline)</li> <li>Experience in hydrographic surveying (desirable but not mandatory)</li> <li>A Certificate of Competency as a Coxswain (desirable but not mandatory)</li> <li>Current car drivers licence</li> </ul>
<b>Capabilities &amp; Behaviours</b>	<ul style="list-style-type: none"> <li>Highly developed ability to communicate effectively with internal and external customers in non-technical terms.</li> <li>Highly developed troubleshooting skills with the ability to diagnose system problems and make or recommend resolutions in areas of responsibility.</li> <li>Physically fit to suit the activities of the position.</li> <li>Must be comfortable working on and around the water</li> <li>A high skill level in managing time, planning and organising own work and setting priorities.</li> <li>Ability to work in a safe manner and to follow OH&amp;S instructions.</li> <li>Ability to apply risk management and identify workplace hazards.</li> <li>Ability to swim to the standard required to satisfy Gippsland Ports’ Work Over Water safety program.</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Demonstrated experience in surveying (preferably hydrographic).</li> <li>Highly developed I.T. skills with the ability to interface equipment and problem solve in the field.</li> <li>Demonstrated experience in survey and mapping software systems</li> <li>Demonstrated understanding of the industry in which Gippsland Ports works.</li> <li>Ability to work autonomously.</li> </ul>

**7. KEY SELECTION CRITERIA**

- A Degree in Surveying (or similar discipline) and relevant experience.
- Demonstrated experience in hydrographic surveying (desirable but not mandatory)
- Current certificate of competency as a Coxswain 1 NC or higher (desirable but not mandatory)
- Highly developed IT skills and experience
- Excellent record keeping and communication skills
- Excellent customer/client management skills and experience
- Current Victorian car driver’s licence



**8. ENVIRONMENT HEALTH & SAFETY REQUIREMENTS**

All Supervising staff are required to implement and maintain the Gippsland Ports’ EH&S Management Strategies in areas under their control ensuring compliance with legislative requirements and the established standards.

All other staff 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.

Where appropriate, staff will participate in and contribute to EH&S, Designated Work Group and “Toolbox” meetings; develop safe work/operating procedures; and, provide appropriate information, instruction, training and supervision. Staff will also inform the Manager or the OH&S Representative of their work unit of any unsafe working practices or hazardous working conditions.

**9. GIPPSLAND PORTS’ EXPECTATIONS**

All staff 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 Performance Reviews 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.

**10. ACKNOWLEDGEMENT OF INCUMBENT**

I have read and understood the requirements of the position.

Name: *(please print)* .....

Signature: ..... Date: .....