

POSITION DESCRIPTION

Job Title:	Harbour Control Officer (Trainee)	Position No:	HCO07
Job Type	Fixed Term, Full Time	Level:	HCOD
Location	Darwin, Northern Territory		
Responsible to:	Deputy Operations Manager	Reports to:	MSMAN

Main Duties/Responsibilities

- Train to operate, monitor and record Control Centre facilities, including AIS monitoring, navigation radar, HF/VHF radio, computers and other communication equipment.
- Train to monitor and update shipping schedules, liaise and coordinate with internal and external port stakeholders.
- Plan and co-ordinate the allocation of berths, publish daily shipping forecast and distribute to Port' customers and stakeholders.
- Monitor compliance with environmental and safety legislation and procedures.
- Participate as part of a team to document and implement procedures and systems changes to support new technology and safety management innovations.
- Provide support to the Harbour Control team including roster coverage (12 hour shift 24/7 operations) once a minimum level of on the job proficiency is achieved.

Qualifications (Essential)

- Current Northern Territory drivers' licence
- Current Maritime Security Identification Card, or ability to obtain an MSIC
- Knowledge and understanding of the port of Darwin.

Qualifications (Desirable)

- Master <24M NC (or Master Class 5, Skipper Grade 3)
- Restricted Operators Certificate of Proficiency

Experience

- Significant experience in sea going service, preferably in command
- Sound knowledge in commercial maritime operations
- Experience in the provision of services in a maritime environment

Skills

- Reliability, attention to detail and ability to work both individually and as part of a team
- Well-developed interpersonal and communication skills, with the ability to relate professionally, tactfully and effectively at all levels internally and with external stakeholders in order to achieve company outcomes.
- High level computer skills including Microsoft Office suite, and various communication and monitoring used in the Harbour Control Environment
- Ability to apply safe work and environmental practices in performing your duties and responsibilities

Compliance

We expect you to:

- To carry out your position in alignment with the Darwin Port Values: **Ethical & Transparent Conduct, Respect for Employee, Responsible Safety, Security & Environmental Practices, Relationship with Stakeholders**

- Comply with and actively support all position, Division and Darwin Port Policies and Standard Operating Procedures.
- Ensure all activities undertaken as a DPO employee comply with relevant Acts, legal demands, and the Values of the organisation; and that you manage all your activities and responsibilities at DPO in alignment with DPO's risk management framework.

Further Information

Information on Darwin Port Operations can be found on our website www.darwinport.com.au.