

Position Description



Port Protection Officer

Date	August 2020
Purpose of position	<ul style="list-style-type: none">The Port Protection Officer is responsible for providing various security, marine, customer services and safety duties associated with the day to day running of the Gatehouse.
Reports to	<ul style="list-style-type: none">Security Manager (PFSO)
Key Relationships	<p><u>Internal</u></p> <ul style="list-style-type: none">All staff <p><u>External</u></p> <ul style="list-style-type: none">Otago Regional Council (Harbour Master)Local Authorities (e.g. Police, MNZ, Other Emergency Services)Government Departments (Customs, Ministry for Primary Industries)All contractors/visitors
Qualifications & Requirements	<ul style="list-style-type: none">Intermediate level of Microsoft Office skillsAdministration skills (preferably with a maritime/shipping background)PFSO qualificationDemonstrated health and safety experienceVHF Radio Operators Certificate

Core Responsibilities

Health & Safety	<ul style="list-style-type: none">Takes responsibility for own and others safetyFollows guidelines and proceduresReports and escalates health and safety issues appropriately (everybody's responsibility in every situation)Report all incidents accident and near misses accurately and in a timely fashionParticipates in induction and on-going training programmesEnsure strict adherence to safety standards, statutory and legislative requirements, & Port Otago policies and proceduresComply with work area PPE requirementsResponsible for ensuring a safe workplace and adherence to good housekeeping practicesSupport safe behaviours through the Port Otago random drug & alcohol process
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	<ul style="list-style-type: none"> • Provide immediate Pre-Hospital Emergency Care to medical incidents • Log any suspicious events
Customer Services	<ul style="list-style-type: none"> • Greet all visitors and ensure they are checked in and out through the appropriate security procedures • Be the first point of contact for entry into the Port, both land and water side and ensure individuals have a valid reason for entering • Responsible for issuing and controlling site access cards in accordance with approved site access protocols • Responsible for induction management of all contractors and visitors
Security Responsibilities	<ul style="list-style-type: none"> • Responsible for undertaking CCTV surveillance audits and escalating any incidents in a timely manner • In the absence of Port Otago Reefer Team, responsible for responding to SCADA Alarms – initiate Security appropriate response • Participate in security exercises and security drills • Provide immediate security response to security incidents • Support cruise security operations as directed by the Security Manager • Complete Vault check list at end of shift • Provide immediate security response to security incidents
Inspections and Auditing	<ul style="list-style-type: none"> • Undertake regular safety / security inspections / audits of the port facilities at Port Chalmers and Dunedin, to ensure that appropriate security measures are maintained including inspections/audits • Security logs and records to be maintained in accordance with the requirements as set out by the MNZ and Port Security Plan/Audit requirements • Undertake regular formal workplace safety inspections on the wharves • Perimeter fences and access points checked and maintained • Vehicles and packages checked to ensure there are no hazardous or illegal items
Internal services provisions	<ul style="list-style-type: none"> • Support road Vehicle Booking System (VBS) users for drivers (kiosk use) and truck company dispatchers • Monitoring and communicate on VHF radio channels • Harbour traffic monitoring • Advise shipping agents on pilotage windows • Issue shipping orders as required • Monitoring tug crew and pilot availability • Ship movement scheduling

	<ul style="list-style-type: none"> • Provide gatehouse to gangway safety shuttle escorting services as required • Responsible for providing weather forecasts and updates as required to relevant teams and put into effect relevant SOP's and Terminal Wind TARP • From time to time, you will be required to assist with other tasks or special projects as requested by the Security Manager.
Values	<ul style="list-style-type: none"> • Promotion of the Port Otago values • Modelling the Port Otago behaviours and values at all times
Team Contribution	<ul style="list-style-type: none"> • Develop open honest and respectful working relationships with all team members and members of the wider management group • Represent Port Otago activities appropriately by providing support and sponsorship of agreed decisions and directions. • Actively promote company policies of health and safety, quality and environment • Actively listen to other people's ideas and contribute positively to team activities