

## PORT TARANAKI LIMITED

### POSITION DESCRIPTION

#### 1. POSITION DETAILS

Position:	General Manager, Operations
Division:	Operations
Location:	Port Taranaki – New Plymouth
Reports to:	Chief Executive Officer
Date:	September 2022

#### 2. PURPOSE

Deliver strategic leadership within the Operations division to enable operational standards to be consistently delivered, foster continuous improvement in culture, and ensure all land based and marine operations support the long-term strategic plan of the business.

Identify and deliver customer focussed and competitive port services which comply with safety and regulatory requirements.

Lead effective and efficient activities ensuring pilotage, tug, launch, wharf services, petrochemical, security, site management and related planning are deployed through an optimal resource base and excellence in planning.

This role within the Executive Leadership Team supports Port Taranaki Limited's focus on growth and strategic alignment. Fit within the existing leadership team is imperative as we strive to achieve a fully collaborative workforce.

#### 3. Key Stakeholders

Internal	External
Executive Team Operations Leadership All Staff	Board Harbour Master Customers Maritime New Zealand Associated Industry bodies Port Industry Association Port Peers

## **4 KEY ACCOUNTABILITIES**

### **STRATEGY**

#### **Key Tasks**

- Strategic contribution and leadership as an ELT member.
- Participate in key decisions and develop and deliver strategic initiatives, operating model improvements and enhanced operational execution plans.
- Provide supporting information, analysis and insights into the Board's strategic planning process.
- Contribute to Port Taranaki's mission and vision through living the Port Taranaki values.

### **PEOPLE MANAGEMENT**

#### **Key Tasks**

- Evaluate personnel within a high performing environment including where necessary the day-to-day management and successful implementation of changes to the organisational structure and talent base.
- Develop and grow individuals (within the company framework) with a view to building a succession plan for those roles critical to the success of the division.
- Ensure, in consultation with the GM People and Safety, that the provisions of the company's collective and individual employment agreements are adhered to, and that such agreements reflect the company's operational requirements, policies, statutory obligations and commercial objectives.

## **OPERATIONAL SERVICE DELIVERY**

### **Key Tasks**

- Ensure the team remain compliant with all necessary and relevant laws, statutes, and policies.
- Ensure the provision of safe, efficient, cost-effective operational services across all landside and marine activities including offshore services.
- Delivery of an Operations division medium term plan – with a particular focus on the three-year business planning period.
- Ensure leadership of operational health and safety including divisional commitment to the Company Health and Safety Policy, and ownership of relevant elements within PTL’s Health, Safety and Environmental Management system, namely;
  - Controlling Operations
  - Hazard and Risk Management
  - Marine Operations
  - And Emergency and Crisis Management
- Continuous improvement of all associated systems, processes, and practices.

## **PLANNING**

### **Key Tasks**

- Lead the Operations component of the centralised company-wide ship and resource planning system and process.
- Production of a rolling ship planning forecast including consideration of departmental dependencies, and continuous improvement of operational planning processes.

## STAKEHOLDER ENGAGEMENT

### Key Tasks

- Contribute to the development of stakeholder engagement programmes in association with the commercial team.
- Lead engagement groups and forums associated with operational services as per the organisation engagement plan.
- Encourage and foster a team culture that supports stakeholder engagement and customer service.
- Ensure that PTL maintains excellent standing as a responsible organisation in landside and marine matters with strong relationships with all external stakeholders.

## EXECUTIVE LEADERSHIP TEAM

### Key Tasks

- Assist the Executive Team through participation in strategic planning.
- Responsible for the deployment of strategic objectives into own functional areas.
- Be a fully integrated member of the ELT, including representation at meetings and reporting on functional performance.
- Engage with and contribute to governance committees including Risk Management, mooring management improvements, MES Planning system implementation, and safety and environmental performance.
- Be the guardian of Port Taranaki's culture, role-modelling and upholding behaviours in line with our company values.
- Responsible for the realization of the Company vision of delivering substance to Taranaki's economy by operating a successful and sustainable business.
- Strong internal/external customer focus, managing processes, continuous improvement, and empowerment.

## CORPORATE CONTRIBUTION

### Key Tasks

- Encourage and foster a culture that supports operational excellence.
- Develop and manage budgets in alignment with financial objectives and protocols (including capital expenditure).
- Look for opportunities to improve systems, processes, and work practices – both within your own position and the company.

## **ADDITIONAL DUTIES**

### **Key Tasks**

- Any other duties of a similar type as required by the CEO.

## **5. EXPERIENCE, QUALIFICATIONS AND SKILLS**

### **Formal Education**

- Tertiary qualification is required as a minimum. The preference is that this is in an operations or logistics discipline.

### **Specialised Training and Experience**

- 10 years' experience in an operations or logistics executive leadership role preferred.
- Knowledge of port operations and the marine industry is an advantage.

### **Specific Knowledge, Skills and Abilities**

- Ability to work under pressure balancing day to day operational demands with long term planning and project delivery
- Coaching ability which encourages growth and development of others
- Exemplary communication skills – oral and written with relevance for a variety of audiences
- Excellent interpersonal skills including negotiation and conflict management
- Creative and collaborative problem-solving skills